Access 2000
Basic User Manual

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IT Support London
Free Microsoft Office Training Manuals

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INTRODUCTION

Access is a database program, created by Microsoft. The Trust has now started to use Access 2000 in the Windows NT operating system (which has replaced Access 2.0 running in Windows 3.1).

What Is A Database?

Databases are used to store information in a structured way.

Computerised databases enable you to store large amounts of information. You can then search for any piece of information or sort the information by any criteria. You can cross reference the data easily, and extract data to be viewed on screen or printed out in a variety of different formats.

For example, if you have a database of staff working at a company, you can extract the names of all staff who work at a certain location and have been with the company for over 5 years. You can then sort the extracted list alphabetically by surname and print it out.

Multiple Users

Unlike Word documents and Excel spreadsheets, an Access database can be used by several people at the same time. The changes made by all the users will be saved into the same database. This avoids the need to duplicate data as you can create one single database that everyone can access at any time.

This Manual

This Basic manual is aimed at people needing to use an existing Access 2000 database. If you need to create a new database, you should read this manual and then read the Intermediate manual.

This manual assumes a knowledge of Windows NT. A familiarity with Excel will also be useful.

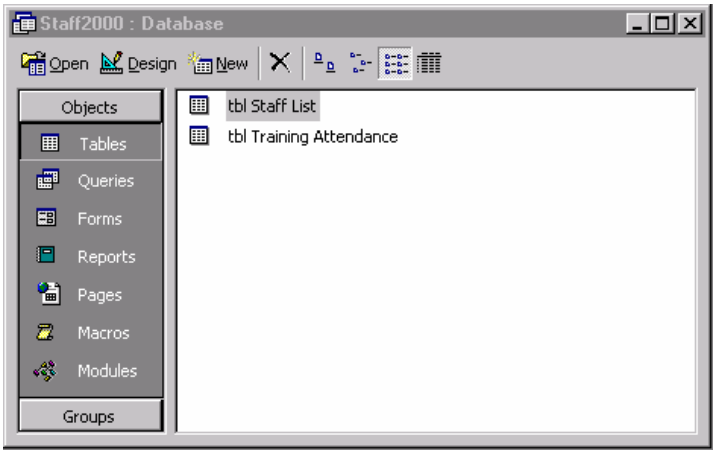
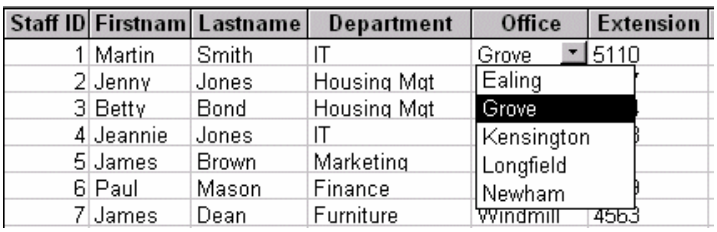
All the pictures in this manual are based on a demonstration Access 2000 database called Staff2000. you can request a copy of the database from the IT Training team.

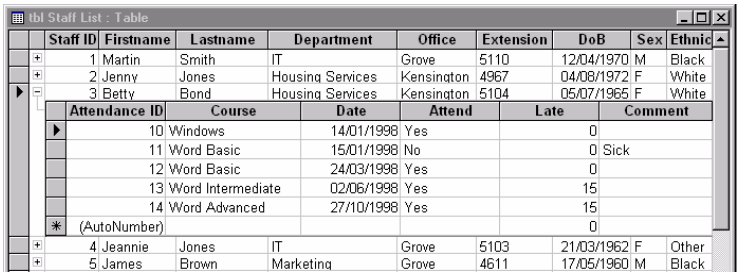
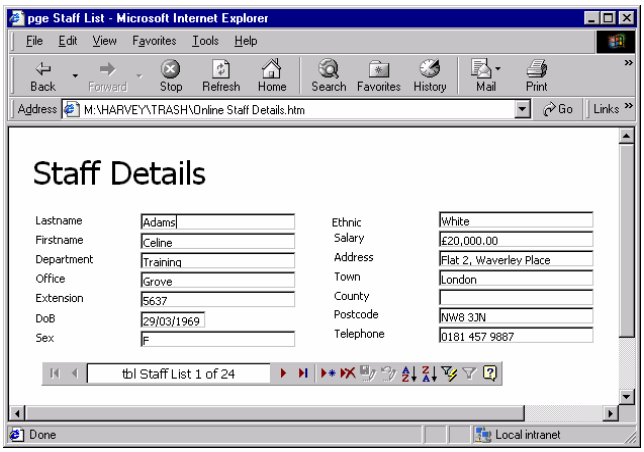
All the important instructions in this manual appear in bold. Toolbar button and Menu commands appear bold and in quotation marks. Keyboard instructions are bold and in square brackets. For example: In the "**Edit**" menu, select "**Undo**", or use the combination command [**Ctrl**]+[**Z**].

NEW FEATURES IN ACCESS 2000

If you are upgrading from Access 2.0, you will find that Access 2000 looks slightly different to begin with, but works in the same way.

These are some of the basic new features in Access 2000.

Feature	Description of Change
Toolbars	Toolbar buttons are now flatter. 
Menus	In an attempt to simplify the drop down menus, less popular commands do not initially appear in each menu. But you can click on the arrow at the bottom of the menu to view all the available commands. 
Database Window	The Database Window has been reformatted. There is also a new database object, called a Page. 
Drop Down Lists in Tables	This is a useful new feature. You can now create a drop down list in a table to allow users to input values by selecting them in the list. (Previously you could only do this on a form). 
Sorting	The sort order of records is now saved when you save the layout of a table (so that the records will appear in the saved order when you next open the table).
Two Digit Year Dates	Access 2000 recognises two digit dates between the period 1930 to 2029.

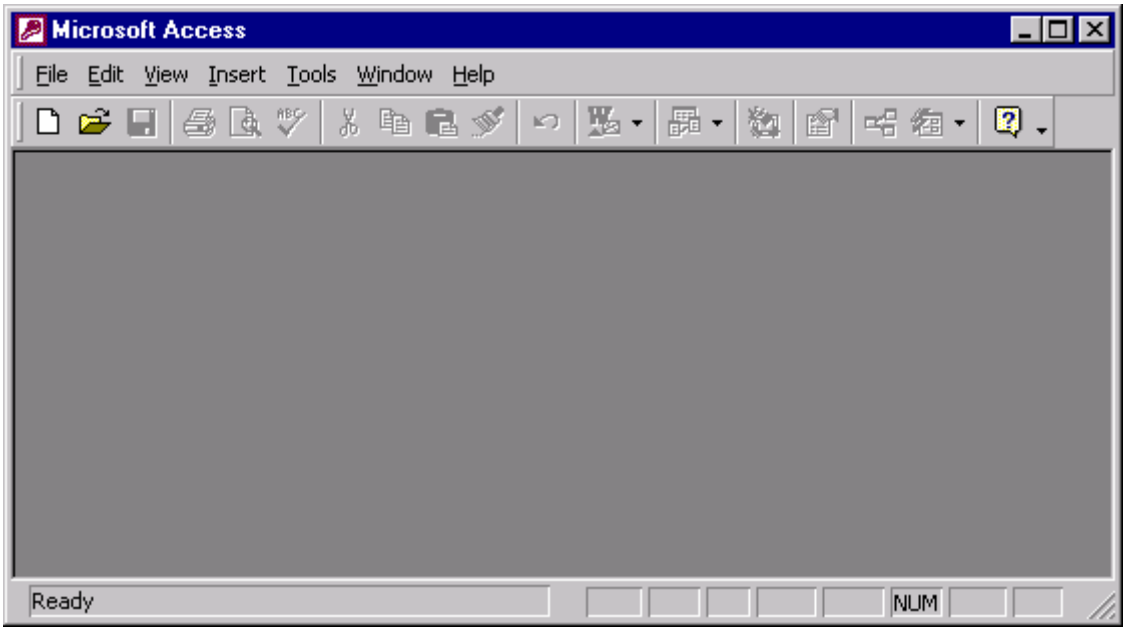
Feature	Description of Change
Conditional Formatting on a Form	You can now format a field on a form so that its formatting changes depending on its current value. (Editing forms is covered in the Intermediate Access 2000 manual).
Subdatasheets in Tables	This is another useful new feature. If two tables are linked together in a one to many relationship, you can actually view the data from the sub-table in the main table.  tbl Staff List : Table Staff ID | Firstname | Lastname | Department | Office | Extension | DoB | Sex | Ethnic 1 | Martin | Smith | IT | Grove | 5110 | 12/04/1970 | M | Black 2 | Jenny | Jones | Housing Services | Kensington | 4967 | 04/08/1972 | F | White 3 | Betty | Bond | Housing Services | Kensington | 5104 | 05/07/1965 | F | White Attendance ID | Course | Date | Attend | Late | Comment 10 | Windows | 14/01/1998 | Yes | 0 11 | Word Basic | 15/01/1998 | No | 0 | Sick 12 | Word Basic | 24/03/1998 | Yes | 0 13 | Word Intermediate | 02/06/1998 | Yes | 15 14 | Word Advanced | 27/10/1998 | Yes | 15 (AutoNumber) | | | | 0 4 | Jeannie | Jones | IT | Grove | 5103 | 21/03/1962 | F | Other 5 | James | Brown | Marketing | Grove | 4611 | 17/05/1960 | M | Black
Printing	The Print button now prints out the whole of the current object (ie table, query, form or report) without opening the Print dialog box.
Page Setup	Print Setup is now called Page Setup (in the File menu). This is where you go to change the page orientation, size and margins.
Print Relationships	You can now print out the relationships between the tables in your database.
Converting Old Databases	You can covert old Access databases to Access 2000. You can also convert an Access 2000 database down to Access 97 if you need to share it with an Access 97 user.
Access Pages	Pages are a new type of Access object (like tables, queries and forms). A Page is like a web form, allowing people to input data into an Access database via the Internet (or Intranet) using a web browser such as Microsoft Explorer.  pge Staff List - Microsoft Internet Explorer File Edit View Favorites Tools Help Back Forward Stop Refresh Home Search Favorites History Mail Print Address M:\HARVEY\TRASH\Online Staff Details.htm Go Links Staff Details Lastname Adams Firstname Celine Department Training Office Grove Extension 5637 DoB 29/03/1969 Sex F Ethnic White Salary £20,000.00 Address Flat 2, Waverley Place Town London County Postcode NW8 3JN Telephone 0181 457 9887 tbl Staff List 1 of 24 Done Local intranet

STARTING ACCESS 2000

Access 2000 can be started up using the Start button.

- Click on the "**Start**" button, select "**Programs**" and then select "**Microsoft Access**"

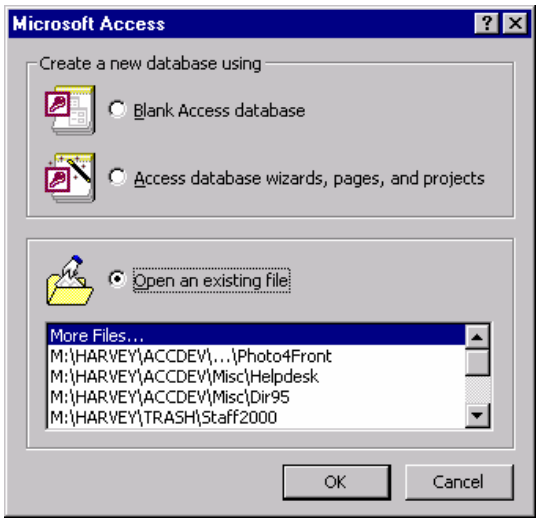
The Microsoft Access window will open up…



… and then a dialog box will appear asking you if wish to open an existing database or create a new one.

This manual does not cover creating a new database (see the Intermediate Access 2000 manual).

- Select "**Open an Existing Database**"



The four most recently used databases are shown in the list. If the database you wish to open is shown in the list.

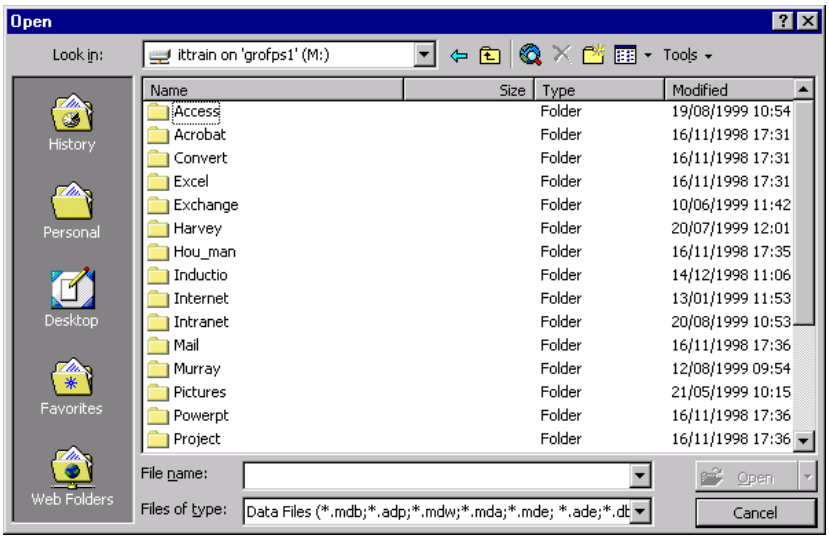
- **Select** the **database**
- Click "**OK**"

If the database is not shown in the list you can use the More Files option to locate all other databases.

- Select "**More Files**"
- Click "**OK**"

The Open dialog box will appear.

The Open Database dialog box allows you to open any existing Access database.



- Navigate through the folder structure to **select** the **folder** the database is stored in

The Access databases stored in that folder will be displayed.

- **Select** the **database**
- Click "**OK**"

The database will open up in the Database Window.

To Close A Database

- In the "**File**" menu, select "**Close**"

To Open Another Database

You can only have one database open at a time. If you already have one open, it will automatically be closed when you try to open another.

- In the "**File**" menu, select "**Open**"

The Open Database dialog box will appear. Follow the steps shown above.

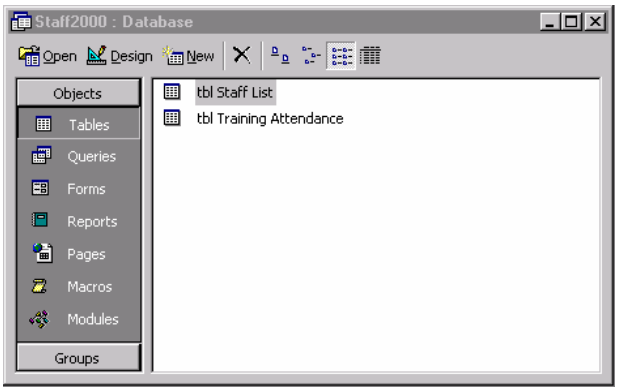
To Exit Out Of Access

- In the "**File**" menu, select "**Exit**"

THE DATABASE WINDOW

When you open an existing database, the first window you will see is the Database window.

The Database window contains the seven different elements of an Access database: Tables, Queries, Forms, Reports, Pages, Macros and Modules.



Each element is accessed through a tab on the left of the window.

The Tables tab is currently selected, so that all the tables of the database are visible.

Here is a brief description of each element.

Element	Function
Tables	Tables are the key part of the database. Tables are used to store all the information that is contained in the database.
Queries	Queries are the questions that you ask your database about the data stored in it. To run a query is to extract a particular set of information from the database.
Forms	Forms are used to provide an easy way to view or enter data into the database. You can input data straight into the Tables. But Forms can be created containing colours, design elements and drop down menus, that make it easier to enter new data.
Reports	Reports are used to print out data from your database. You can print out Tables and Queries as well, but Reports can be formatted to produce more professional looking documentation.
Pages	Pages are Internet/Intranet Forms. They can be used to input data into an Access database via the Internet (or Intranet) using a web browser such as Microsoft Explorer.
Macros	Macros are an advanced way of automating common tasks in the database.
Modules	Modules are an advanced way of automating common tasks in the database using Visual Basic programming.

TABLES

Tables are the main part of the database. Tables are used to store all the information that is contained in the database.

You can have many tables in a database, and you can tell Access the relationships between the data in each table so that it can link all the tables together.

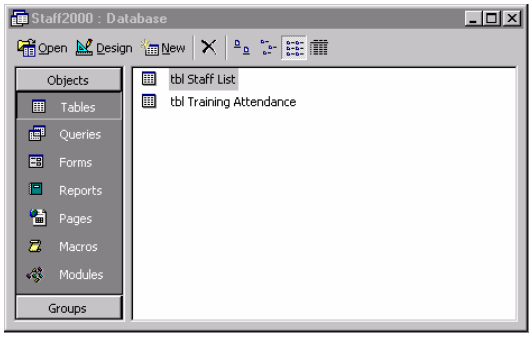
Access Tables look similar to Excel spreadsheets (a grid of intersecting rows and columns).

To Open A Table

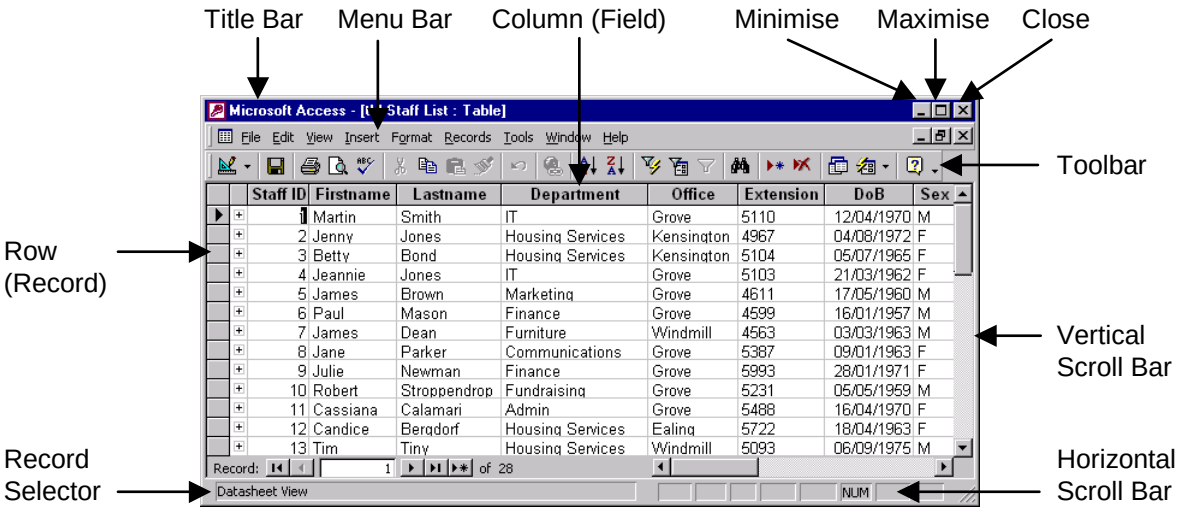
The database tables are visible in the Tables tab in the Database window.

- Click on the **Tables** tab

- **Select** the **table**
- Click on the "**Open**" button



The Table will open up, containing many basic windows elements that you will be familiar with from Word or Excel.



Title Bar

The blue Title Bar contains the name of the application (Microsoft Access) and the name of the table currently open.

Menu Bar

The Menu Bar allows you to access all the 'commands' that are used to make things happen in your database.

Toolbar

The Toolbar contains buttons that are shortcuts for actions that can otherwise be performed through the menu commands.

Maximise, Minimise & Close Buttons

the Maximise, Minimise and Close buttons are used to control the size of the Access window.

The Minimise button is used to minimise the window down to a small button on the Taskbar at the bottom of the screen. Click on the button to open the window up again.

The Maximise button is used to maximise the size of the Access window, to make it fill the screen. The button will then change to the Restore button. Click on the Restore button to return the window to its previous size.

The Close button is used to exit out of Access.

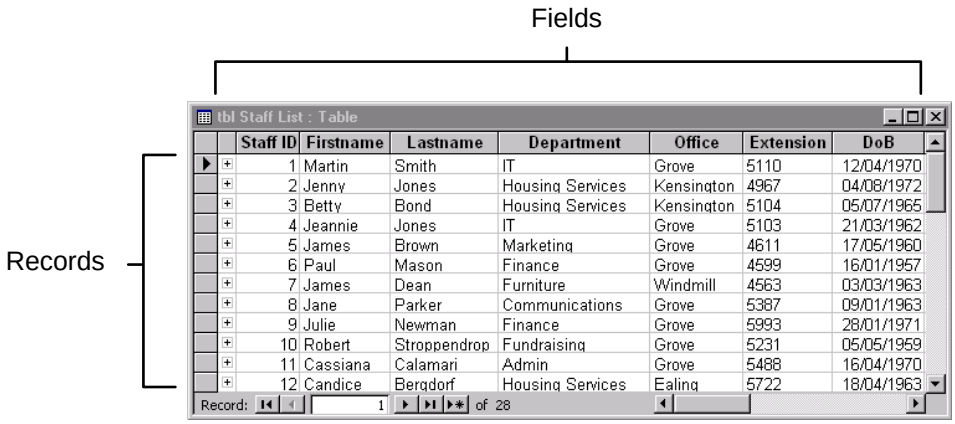
Row

Each row in the table represents one **Record** of information. For example, in our Staff List table, each record contains information about one member of staff.

Column

Each column in the table contains **Fields**. The information in the fields in one column all relate to one fact or type of information. For example, in our Staff List table, each field in the third column contains the surname of each member of staff.

At the top of each column is a **Field Heading**, describing the type of data stored in the column.



For example - in our Staff database, the Staff List table contains information about the people working at a company - each row in the table contains data relating to one person, and each column will contain data relating to different facts about each person, such as Surname, Department, Date of Birth, Sex, etc.

Vertical Scroll Bar

The Vertical Scroll Bar is used to move up and down the table. Click on the up arrow at the top of the bar to scroll up. Click on the down arrow at the bottom of the bar to scroll down.

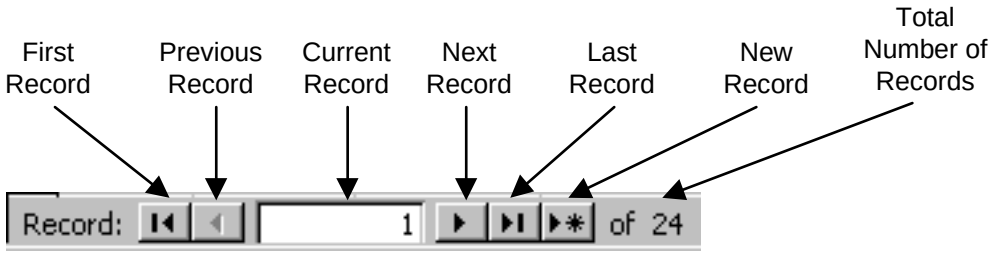
Horizontal Scroll Bar

The Horizontal Scroll Bar is used to move left and right across the table. Click on the right arrow to scroll right. Click on the left arrow to scroll left.

VIEWING THE DATA

You can use the Vertical Scroll bar to scroll up and down the table. If there are a large number of fields (columns) of data, you can use the Horizontal Scroll Bar to scroll, left and right, across the table.

You can also use the Record Selector at the bottom of the screen to move between records.



First Record	Returns you to record 1
Previous Record	Moves you back one record
Current Record	Displays the record currently selected. You can click in this area and type the record number you would like to move to, then press [Return]
Next Record	Moves you forward one record
Last Record	Moves you to the last record in the table
New Record	Creates a new record at the bottom of the table
Total Number of Records	Displays the total number of records in the table

Navigation Commands

There are some keyboard navigation commands that can be used to move around the table.

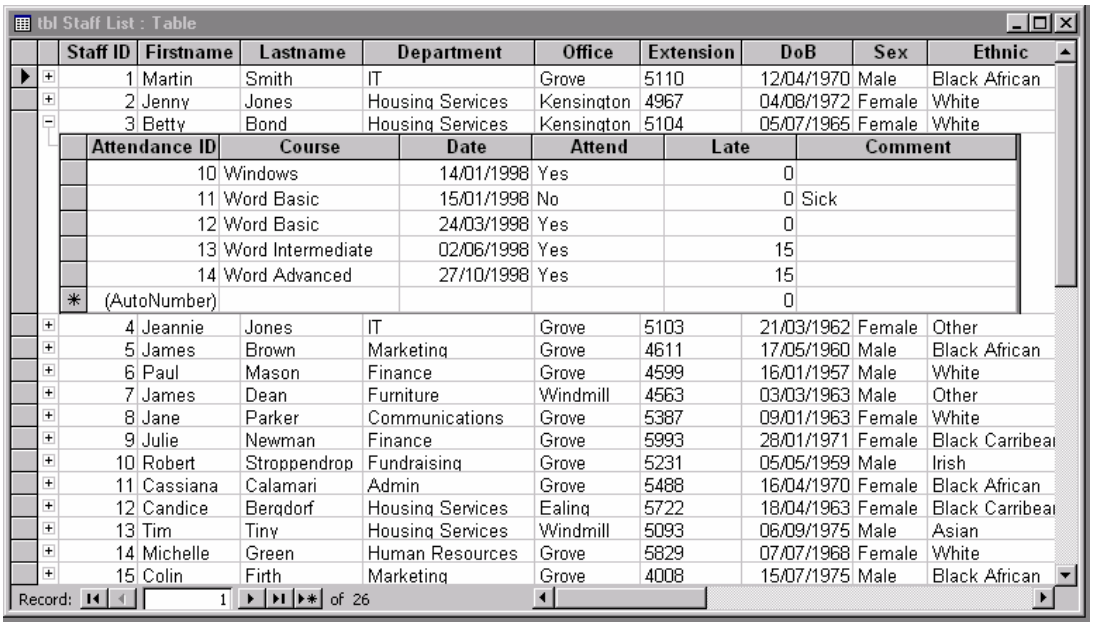
[Tab]	Moves you to the next field
[Shift]+[Tab]	Moves you to the previous field
[Home]	Moves you to the first field in the current record
[End]	Moves you to the last field in the current record
Arrow Keys	Move you up, down, left and right by one field
[Ctrl]+[Home]	Moves you to the very first field in the table
[Ctrl]+[End]	Moves you to the very last field in the table
[Page Up]	Moves you one screen view up the table
[Page Down]	Moves you one screen view down the table
[Ctrl]+[+]	Moves you to the new blank record at the bottom of the table

SUBDATASHEETS

Subdatasheets are a handy new feature in Access 2000.

If a table is linked to another table, you can view and edit the data from both tables in the main table.

The expand subdatasheet control at the beginning of a record allows you to view the subdatasheet for that record.



Staff ID	Firstname	Lastname	Department	Office	Extension	DoB	Sex	Ethnic
1	Martin	Smith	IT	Grove	5110	12/04/1970	Male	Black African
2	Jenny	Jones	Housing Services	Kensington	4967	04/08/1972	Female	White
3	Betty	Bond	Housing Services	Kensington	5104	05/07/1965	Female	White

Attendance ID	Course	Date	Attend	Late	Comment
10	Windows	14/01/1998	Yes	0	
11	Word Basic	15/01/1998	No	0	Sick
12	Word Basic	24/03/1998	Yes	0	
13	Word Intermediate	02/06/1998	Yes	15	
14	Word Advanced	27/10/1998	Yes	15	
(AutoNumber)				0	

4	Jeannie	Jones	IT	Grove	5103	21/03/1962	Female	Other
5	James	Brown	Marketing	Grove	4611	17/05/1960	Male	Black African
6	Paul	Mason	Finance	Grove	4599	16/01/1957	Male	White
7	James	Dean	Furniture	Windmill	4563	03/03/1963	Male	Other
8	Jane	Parker	Communications	Grove	5387	09/01/1963	Female	White
9	Julie	Newman	Finance	Grove	5993	28/01/1971	Female	Black Carribear
10	Robert	Stroppendrop	Fundraising	Grove	5231	05/05/1959	Male	Irish
11	Cassiana	Calamari	Admin	Grove	5488	16/04/1970	Female	Black African
12	Candice	Bergdorf	Housing Services	Ealing	5722	18/04/1963	Female	Black Carribear
13	Tim	Tiny	Housing Services	Windmill	5093	06/09/1975	Male	Asian
14	Michelle	Green	Human Resources	Grove	5829	07/07/1968	Female	White
15	Colin	Firth	Marketing	Grove	4008	15/07/1975	Male	Black African

To View The Subdatasheet

- Click on the **Expand** control for the appropriate record

To Hide The Subdatasheet

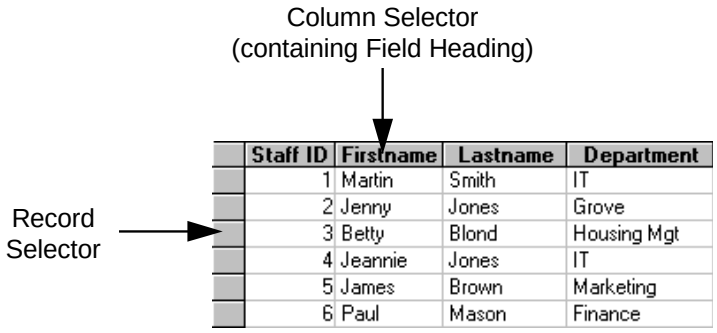
When the subdatasheet is showing, the expand control changes to the collapse control.

- Click on the **Collapse** control

SELECTING DATA

You can select fields, records and columns in any table.

The Field Headings are used to select columns. The Record Selectors are used to select records.



You will need to select data if you wish to delete it, move it or copy it.

☺TIP You can copy and paste data from an Access table into any Word document or Excel spreadsheet (see section on Copying Data to Word or Excel).

These are the techniques for selecting data:

Selection	Method
One Record	Click on the record selector at the beginning of the record.
Several Records	Click and drag down across the record selectors.
Every Record	In the "**Edit**" menu, select "**Select All Records**". Or use the [**Ctrl**]+[**A**] command.
One Column	Click on the Column Selector (containing the field heading) at the top of the column.
Several Columns	Click and drag across the field headings at the top of the columns.
One Field	Position the cursor at the very beginning of the field, so that the cursor changes to a white cross, and click.
Several Fields	You can use the Excel method of dragging across the fields to select them, but only if you position at the very beginning of the first field, so that the cursor changes to a white cross. Then click and drag across all the fields you wish to select. Alternatively you can click in the first field, then hold down the [**Shift**] key and click in the last field.

ENTERING DATA

You can create new records at the bottom of the table, or edit existing records.

To Edit An Existing Record

- **Click in** the **field** you wish to edit, to insert the flashing Text Insertion Point

You can then use the [**Backspace**] key to delete text to the left of the flashing line, or the [**Delete**] key to delete text to the right of the flashing line. You can also use the left and right arrow keys to move left and right, one character at a time, through the text.

- **Type** in the appropriate **changes**

The changes made to any row are automatically saved when you move out of that row.

When you edit a row, the  symbol appears in the record selector for that row. This symbol means that the row is being edited. When you move out of the row, the edit symbol disappears, and the changes to that row are saved.

Creating A New Record

- Click on the "**New**" button 

You will be moved to the empty row at the bottom of the table. You can use the [Tab] key to move through the fields in the row.

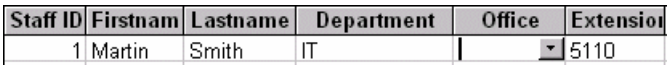
- **Type** in the new **data**

☺TIP You can use the [**Ctrl**]+['] command to automatically enter the same text into a field that appears in the field directly above.

Drop Down Lists

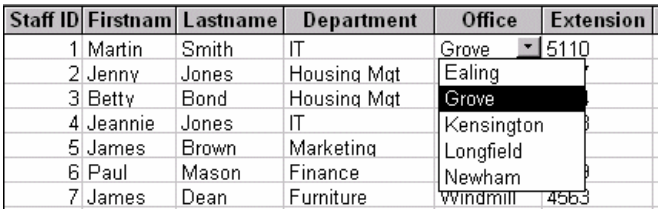
A new feature in Access 2000 allows you to create a drop down list in a table.

If a drop down list has been created for a field, an arrow will appear when you click in that field.



Staff ID	Firstnam	Lastname	Department	Office	Extensio
1	Martin	Smith	IT		5110

- **Click** on the **arrow** to bring up the full list
- Click in the list to **select** the appropriate **value**



Staff ID	Firstnam	Lastname	Department	Office	Extension
1	Martin	Smith	IT	Grove	5110
2	Jenny	Jones	Housing Mgt	Ealing	
3	Betty	Bond	Housing Mgt	Grove	
4	Jeannie	Jones	IT	Kensington	
5	James	Brown	Marketing	Longfield	
6	Paul	Mason	Finance	Newham	
7	James	Dean	Furniture	Windmill	4563

Your selection will be entered into the field.

Tick Boxes

Check boxes in Access 2.0 tables have been replaced with tick boxes in Access 2000 tables. These are used in fields which can only contain a yes or no value.

For example, is the person a car user.

Staff ID	Firstnam	Lastname	Department	Office	Car User
1	Martin	Smith	IT	Grove	☐
2	Jenny	Jones	Housing Services	Kensington	☑
3	Betty	Bond	Housing Services	Kensington	☑
4	Jeannie	Jones	Marketing	Grove	☐

A tick means yes, an empty box means no.

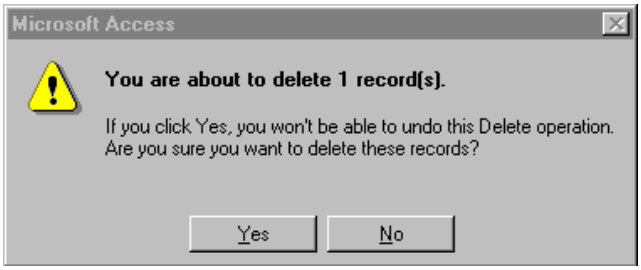
- **Click** in the **box** to add and remove the tick

To Delete A Record

You cannot always delete records in a table. It depends on how the table was set up, or whether old data is kept for archiving purposes. Ask the owner of your database if you should delete records.

- **Select** the **record**
- In the "**Edit**" menu, select "**Delete**" or press the [**Delete**] key

A dialog box will appear, asking you if you are sure you wish to delete the record.



- Click "**Yes**"

HIDING, SHOWING AND RESIZING COLUMNS

If there are a lot of columns in a table, you can hide columns to make it easier to navigate around the table.

To Hide A Column(s)

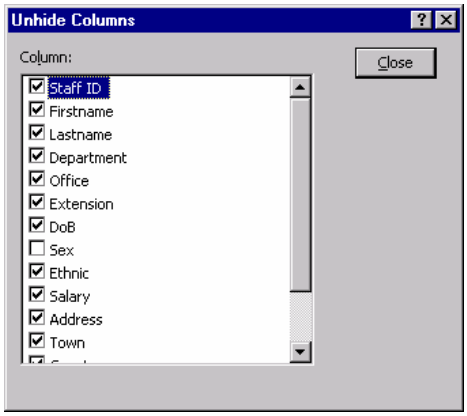
- **Select** the **column(s)**
- In the "**Format**" menu, select "**Hide Columns**"

The selected columns will now be hidden.

To Unhide Hidden Columns

- In the "**Format**" menu, select "**Unhide Columns**"

The Unhide Columns dialog box will appear. This contains a list of all your column headings. The column headings **without** a tick by them are not showing in the table.



- Click on the box next to the Column Heading to **add** a **tick**
- Repeat for each column you wish to unhide, then click on the "**Close**" button

To Resize A Column

Columns are resized using the right side of the column selectors, at the top of the column.

	Staff ID	Firstnam	Lastname	Department	Office
	1	Martin	Smith	IT	Grove
	2	Jenny	Jones	Housing Service	Kensington
	3	Betty	Bond	Housing Service	Kensington
	4	Jeannie	Jones	IT	Grove
	5	James	Brown	Marketing	Grove

- **Position** the **cursor** at the **right side** of the **column selector** for the column you wish to resize
- **Click** and **drag** to the right to increase the width, or to the left to decrease the width

To Move A Column

You can change the order of the columns in a table.

- Click on the column selector to **select** the **column** (and then release the mouse button)
- Click and **drag** on the **column selector** to move the column

PRINTING TABLES

You can print out a whole table, or just a few records or columns of information.

To Print The Whole Table

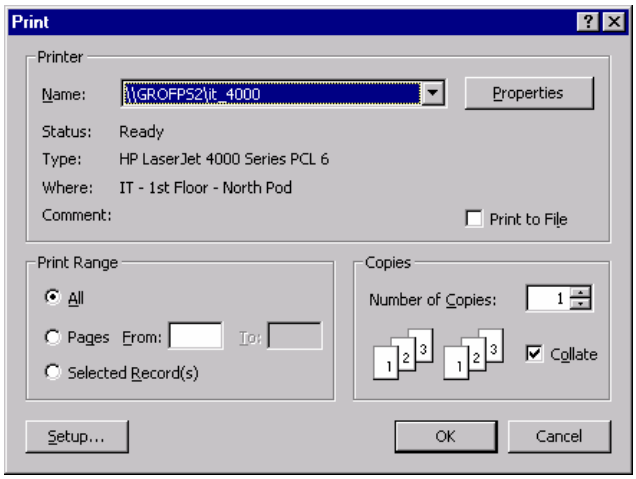
- Click on the "**Print**" button 

To Print Part Of The Table

Select the fields, records or columns that you want to print.

- In the "**File**" menu, select "**Print**"

The Print dialog box will appear.



You can use the Print Range options to control how much of the table is printed:

All - prints the whole table

Selection - prints just the selected records or columns

Pages - allows you to specify a range of pages if the table is too big to fit on one page

- **Select** the appropriate **Print Range**
- Click "**OK**"

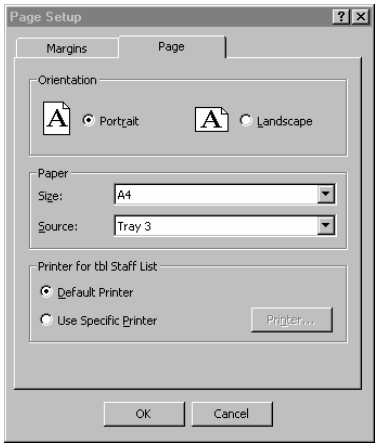
PAGE SETUP OPTIONS

You can change the page setup options to make the table print out on portrait or landscape paper.

To Set Landscape Or Portrait Paper

- In the "**File**" menu, select "**Page Setup**"

The Page Setup dialog box will appear.



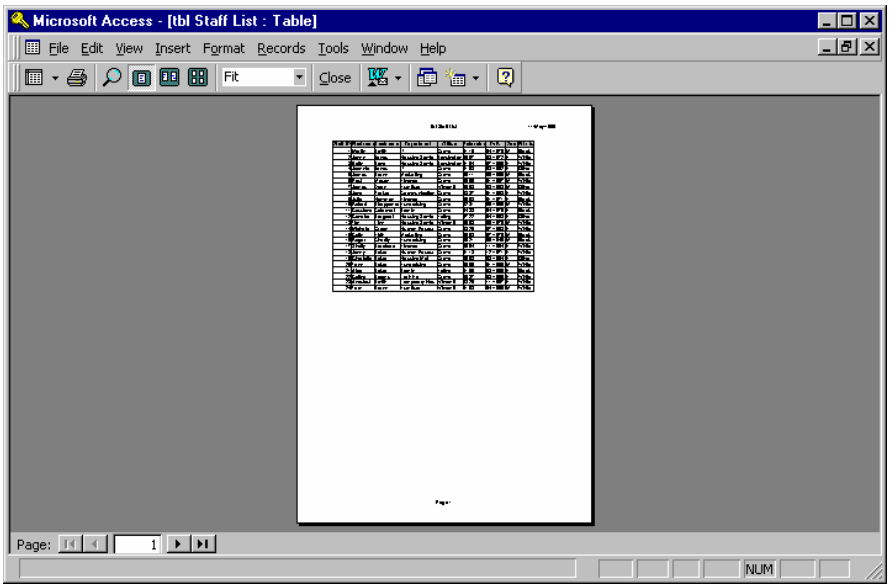
- Click on the "**Page**" tab
- In the Orientation options, select **Portrait** or **Landscape**
- Click "**OK**"

PRINT PREVIEW

Print Preview can be used to see how a table will look when it is printed out.

- Click on the "**Print Preview**" button 

The Print Preview screen will appear, showing how the table fits on the A4 page.



You can click on the page to zoom in to see the page in more detail. Then click again to zoom out.

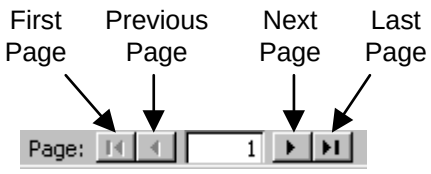
These are the main buttons you will need to use on the Print Preview toolbar.

Print - prints the whole table out.

Zoom - zooms you in and out on the page.

Close - closes Print Preview and returns you to your table.

You can use the page navigation buttons at the bottom of the window to see how many pages the data will print out on.



To Close Print Preview

- Click on the "**Close**" button on the Print Preview toolbar 

COPYING DATA TO WORD OR EXCEL

You can copy all, or part of, the data in your table into Word or Excel.

Copying Data To Word

- Use the Record Selectors or the Field Selectors to **select** the **rows or columns** you wish to copy
- Click on the "**Copy**" button 
- Open **Word**

In Word.

- **Click** in the document **text** to choose the insertion point
- Click on the "**Paste**" button 

The data will be pasted into your document as a Word table.

Copying Data To Excel

In your Access table.

- Use the Record Selectors or the Field Selectors to **select** the **rows or columns** you wish to copy
- Click on the "**Copy**" button 
- Open **Excel**

In Excel.

- **Click** in the **spreadsheet** to choose the insertion point
- Click on the "**Paste**" button 

The data will be pasted into your spreadsheet.

FINDING DATA

The Find facility allows you to locate specific data in your table quickly.

The Find facility also contains Find and Replace, used to find all the occurrences of a particular word and to replace it with something else.

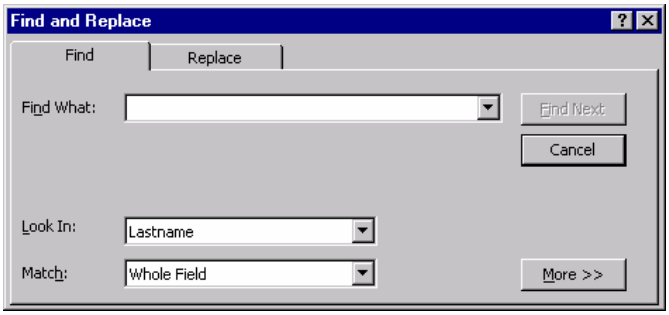
To Find Data

If you know which field contains the data you wish to search for, and you wish to search the whole column from the top.

- Click in the **first cell** in the **column** you wish to search
- Click on the "**Find**" button 

The Find dialog box will appear.

- In the Find What box, **enter** the **text** you wish to find



The **Look In** field specifies which field to search through. This will display the last field you clicked in. But you can change it to select the whole table.

The **Match** control allows you choose how the find text must match the contents of the field.

Whole Field – looks for fields that contain exactly the text entered in the Find What box.

Any Part of Field – looks for fields that contain at least the text entered in the Find What box.

Start of Field – looks for fields that start with the text entered in the Find What box.

- Select the appropriate options
- Click on the "**Find Next**" button to find the next instance of the search text (starting from the cell you last clicked in)

Access will find and select the field containing this text in your table.

- Click on the "**Find Next**" button to find each subsequent instance of the search text

If you keep clicking, a message will appear that Access has finished searching.

- Click "**OK**" to get rid of the message
- Click on the "**Cancel**" button to close down the Find dialog box

FIND AND REPLACE

Find and Replace is used to find all the occurrences of a particular word (or number or date) and to replace it with something else.

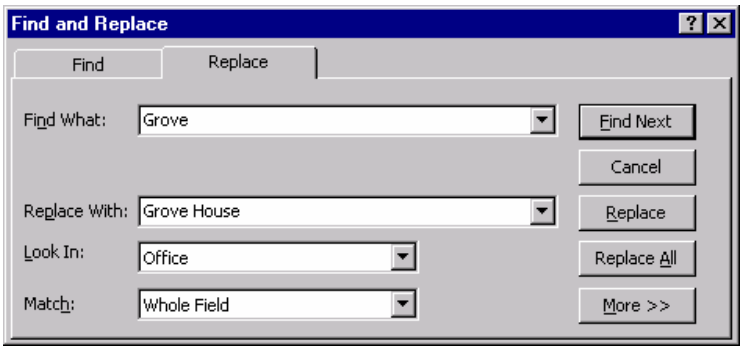
To Find And Replace Data

If you know which field contains the data you wish to find and replace, and you wish to search the whole column from the top.

- Click in the **first cell** the **column** you wish to search
- Click on the "**Find**" button 

The Find dialog box will appear.

- Select the "**Replace**" tab
- In the Find What box, **enter** the **text** you wish to find
- In the Replace With box, **enter** the **text** you wish to replace it with



- Click on the "**Find Next**" button to find the next instance of the Find What text
- Click on the "**Replace**" button to replace it with the contents of the Replace With box

TIP

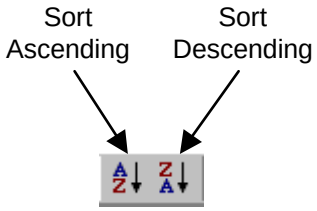
You can click on the "**Replace All**" button to replace every occurrence of the text.

- Click on the "**Cancel**" button to close the dialog box

SORTING THE TABLE

The Sort facility allows you to sort your data into alphabetical or numerical order.

There are two sort buttons on the Table Toolbar.



Sort Ascending	Sorts text alphabetically from A to Z. Sorts numbers from lowest to highest. Sorts dates from earliest to most recent.
Sort Descending	Sorts text from Z to A. Sorts numbers from highest to lowest. Sorts dates from most recent to earliest.

To Sort The Table

- **Click** in the **column** you wish to sort by
- Click on the "**Sort Ascending**" or the "**Sort Descending**" button

In Access 2000, the sort order of records is now saved when you save the layout of a table, so that the records will appear in the saved order when you next open the table.

QUERIES

Queries are the questions that you ask your database about the information stored in it. To run a query is to extract a particular set of data from the database.

Queries allow you to view particular data, analyse the data and even make edits to the data.

You can view the data from just one table, or you can view data from several tables.

For example, in our Staff2000 database, you could run a simple query to ask the database to show you the first name, surname and date of birth of all staff.

The results of a query are called a **Dynaset**. A dynaset is a datasheet that looks like a table, but is not. It is a dynamic view of data that is actually stored in one or more tables. It is dynamic because changes made to the query dynaset will affect the data tables.

CHANGES TO THE QUERY DATA WILL ALSO CHANGE THE UNDERLYING TABLE DATA.

Queries are usually based on tables, but you can base a query on another query.

Sorting

When you create a query it is often easier to read the data if the records are sorted into some alphabetical or numerical order. You can sort a query by any field.

Criteria

More complicated queries involve the use of **Criteria**. Criteria are used to extract only records that match certain conditions. For example, you could run a query to extract the first name and surname of only the staff who work at the Grove office.

Calculations

You can perform calculations in queries. For example to create totals, averages or count the number of records that match a certain criteria.

CREATING A QUERY

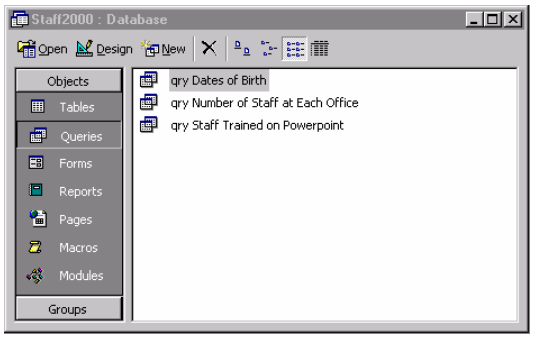
There are four main steps to create a new query:

1. Select the table(s) you wish to extract the data from
2. Choose which data fields you wish to extract from the selected table(s)
3. Establish the criteria (if any) of the data you wish to extract
4. Run the query

To Create A New Query

New queries are created in the Query tab in the Database window.

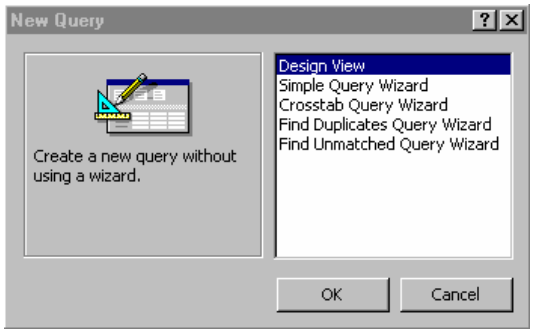
- In the Database window, click on the "**Query**" tab
- Click on the "**New**" button



The New Query dialog box will appear.

It is more versatile if you create queries in Design View.

- Select **Design View**
- Click "**OK**"



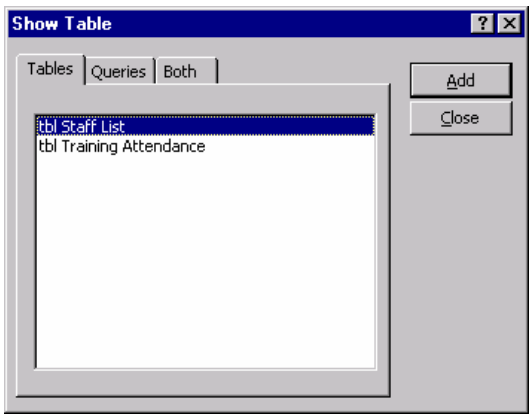
The Add Table dialog box will appear. This is used to choose which tables you wish to extract data from.

You can extract data from one table, or from several.

- Click to **select** a **table**
- Click on the "**Add**" button

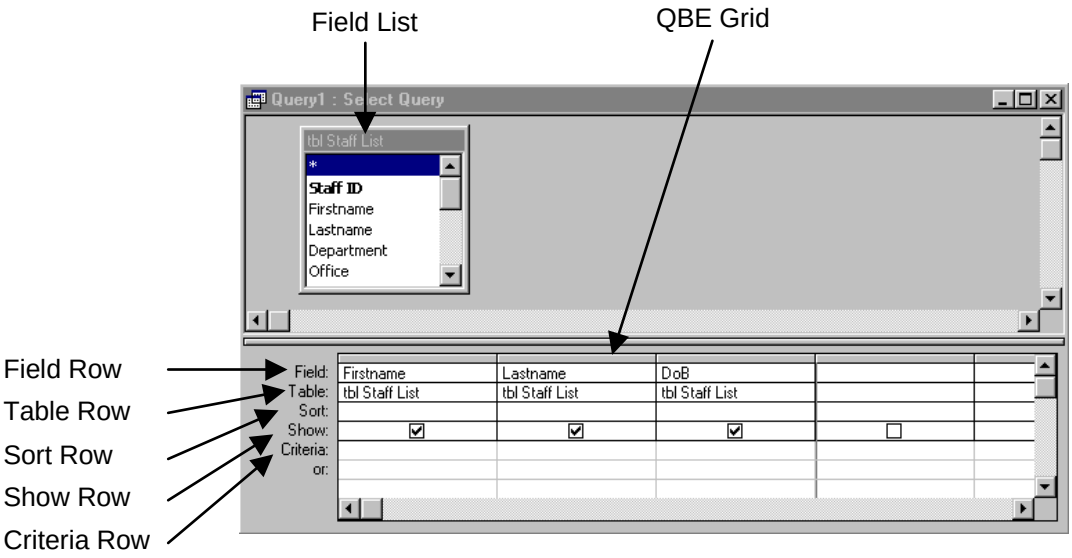
Repeat these steps for each table you wish to add.

- Click on "**Close**"



The Query window will appear, containing a Field List for each table you selected and the QBE grid (Query By Example).

Each Field List contains the field headings for each column of data in the selected table. The name of the table is shown at the top of the Field List box. You can use the vertical scroll bar, on the right of the box, to view all the field names.



The QBE grid is used to choose the data that is extracted from the database.

Field Row - is used to choose which fields of data are extracted.

Table Row - is used to specify which table each selected field is located in

Sort Row - is used to sort the extracted data into alphabetical or numerical order (see section on Sorting a Query).

Show Row - is used to show or hide the data for a particular field. This is used in conjunction with Criteria to enable you to filter data using a particular field, without showing data from that field in the final query (see section on Criteria).

Criteria Row - is used to extract only certain records in a particular field (see section on Criteria).

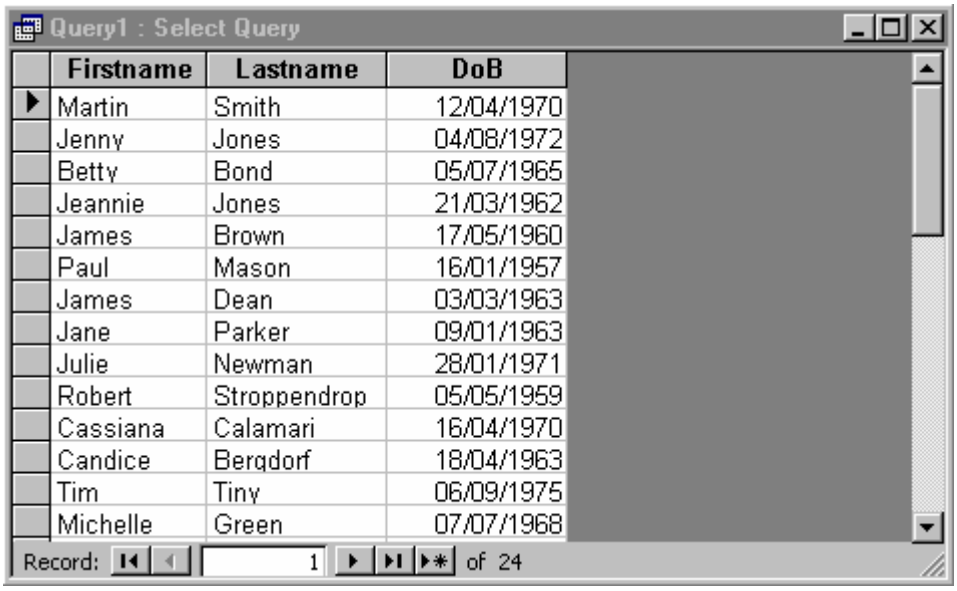
To choose which fields are displayed in the query, you add the field names into the Field Row in the grid.

- Click and **drag** each **field name** from the Field list **into** the first empty cell in the **Field Row**.

Having chosen all the fields that you want to appear in your query, you can run the query.

- Click on the "**Datasheet View**" button on the toolbar to view the query results

The query datasheet will appear.



You may now want to print the query. You may also want to save the query.

To Print The Query

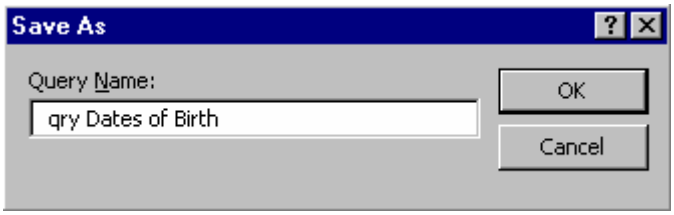
- Click on the "**Print**" button

The query will be sent straight to the printer.

To Save The Query

- Click on the "**Save**" button 

The Save As dialog box will appear.



Query names can be longer than 8 characters, and they can have spaces in them. It is good practice to save all queries with a name beginning with the letters "qry".

- **Enter** a **name** for the query
- Click "**OK**"

To Close A Query

- In the "**File**" menu, select "**Close**"

The query will then be visible in the Query tab in the Database window.

To Open A Query

Each time you open a query it displays the most up to date information from the underlying tables.

- Select the **Query tab** in the Database window to view the existing queries
- **Select** the **query** you wish to open
- Click on the "**Open**" button

Changing A Query

If you wish to redefine the fields (or criteria) used in an existing query, you will need to open the query in Design view.

If the query is closed, you can open it straight up in design view.

- **Select** the **query** in the Query tab in the Database window
- Click on the "**Design**" button

Switching Between The Query Datasheet View And Design View

If the query is open you can switch between the query datasheet view and the query design view using these toolbar buttons.

Design View  Datasheet View 

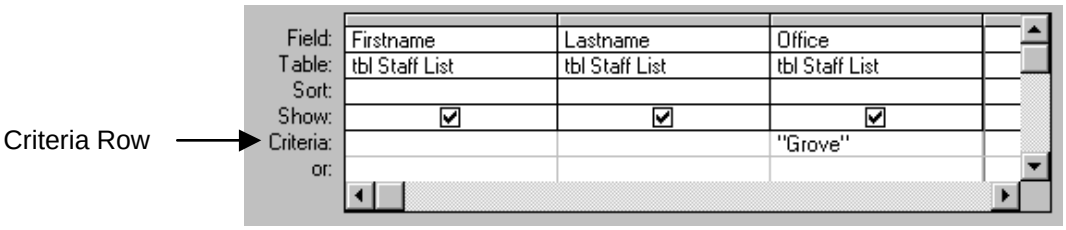
- Click on the "**Design View**" button to view the query design
- Click on the "**Datasheet View**" to view the query results

USING CRITERIA IN A QUERY

Criteria are used to control and limit the amount of information that is extracted from the database when you run a query. It is a way of filtering out the data you want from the data you don't want.

For example, in our Staff database, you could run a query to show the first names, surnames and office location of **only** the staff who work at the Grove office.

Criteria are entered into the Criteria row in the query QBE grid.



The text that is entered into the Criteria row limits the query to only records that match the text for that particular field.

For example - to limit the query to only staff whose Office is Grove, you must enter the text *Grove* into the Criteria row underneath the Office field (it will change to "Grove").

You can enter the text in a variety of different formats that will all work. These are:

Grove =Grove "Grove" ="Grove"

You can also enter numbers into the Criteria Row, in the format:

100 =100

You can also enter dates into the Criteria Row, in the format:

16/1/98 16 Jan 98 =16/1/98 #16/1/98# =#16/1/98#

To Use Criteria In A Query

In the QBE grid, in the Query window.

- **Enter** the **criteria** text/number **into** the **Criteria Row**, underneath the field name that it relates to
- Click on the "**Datasheet View**" button on the toolbar to view the query results

The query will appear in its own window.

The next section contains examples of how criteria can be used.

CRITERIA EXAMPLES

You can use text, numbers and dates in criteria.

You can use **Operators** to look for data that is 'equal to', 'greater than' or 'less than' certain values.

You can also use **Wildcard Characters** in criteria to represent any one character or any string of characters.

Operators

Operators are used to specify whether you look for data that is equal to, more than, less than, etc, the criteria value. These are the basic operators:

=	equal to	<>	not equal to
>	greater than	>=	greater than or equal to
<	less than	<=	less than or equal to

Wildcard Characters

There are two wildcard characters that can be used in criteria. These are the ? and * symbols. When using wildcard characters you will also need to use the expression Like instead of the = symbol (otherwise the query looks for fields actually containing an asterisk or question mark).

? represents any one text character. For example using Like "c?t" would bring up fields containing cut, cot, and cat.

***** represents any string of characters. For example using Like "work*" would bring up fields containing works, worker, workers, working, workings and worked.

TEXT EXAMPLES

Expression	Things Found By Query
"Grove"	All fields containing exactly Grove
Not "Grove"	All fields not containing exactly Grove
Like "J*"	All fields that start with the letter J
Like "*Road"	All fields that end in the word Road
Like "[A-C]*"	All fields starting with the letters between A and C
Null	All blank fields

NUMBER EXAMPLES

Expression	Things Found By Query
=50	Numbers equal to 50
>50	Numbers greater than 50
<50	Numbers less than 50
>=50	Numbers greater than or equal to 50
<=50	Numbers less than or equal to 50

DATE EXAMPLES

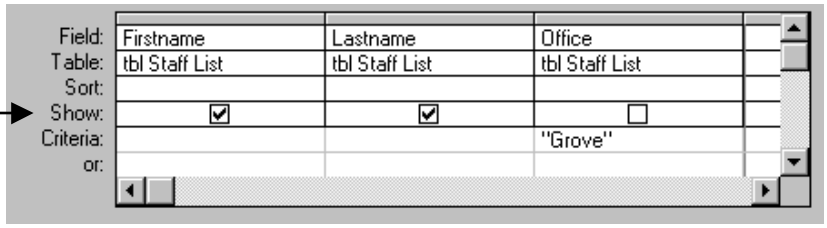
Expression	Things Found By Query
=1/6/1998	Fields containing 1 June 1998
=#01/06/1998#	Fields containing 1 June 1998
>1/6/1998	Dates later than 1 June 1998
<1/6/1998	Dates earlier than 1 June 1998
<=1/6/1998	Dates earlier than or equal to 1 June 1998

THE SHOW BOX

Just because you are using a field in your query does not mean that you want to display it in the query results. For example you may wish to create a query that shows the dates of birth for all staff at the Grove office without having to display the fields containing the Office data.

The Show boxes in the QBE grid control which fields are displayed in the query. Each box is turned on by default for each field.

Show Boxes →



To Hide Fields In A Query

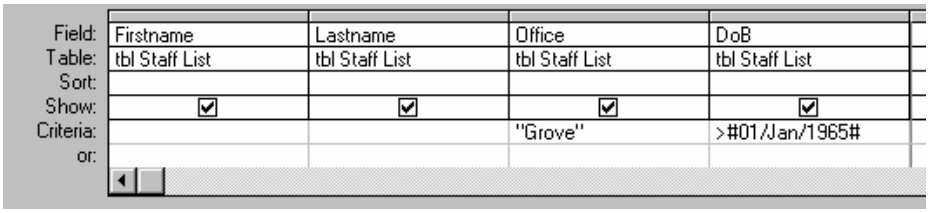
- **Click** in the **Show box** to turn it off (by removing the tick)

SPECIFYING MULTIPLE CRITERIA

A simple criteria will contain one criteria in one field. But you can specify several criteria in one field or several criteria for several fields. This allows you to create more complex queries.

SEVERAL CRITERIA IN SEVERAL FIELDS

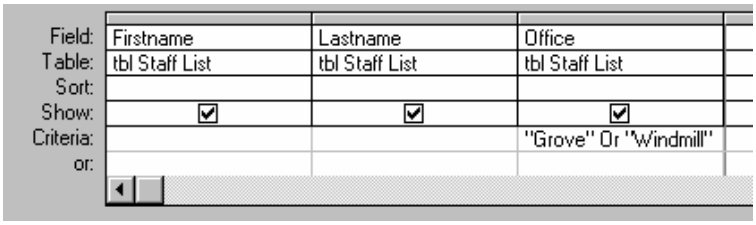
For example you could run a query to display the names of all staff who work at the Grove office **and** whose date of birth is after 1/1/65.



- **Enter** the **appropriate criteria** in the Criteria row for each field you wish to filter by

SEVERAL CRITERIA IN ONE FIELD

For example you could run a query to display the names of all staff who work at the Grove office **or** at the Windmill office.



To specify multiple criteria, in the same field, use the And and Or operators.

Use **And** when you want to find records that match both criteria.

Use **Or** when you want to find records that match either criteria.

- **Enter** the **appropriate criteria** into the same cell in the Criteria row, separated by the And or Or operators

Examples Of Several Criteria In One Field

Expression	Things Found By Query
"Grove" Or "Windmill"	All fields containing exactly Grove or exactly Windmill
Like "A*" And Like "*S"	Fields starting with an A and ending with an S
>=50 And <=100	Numbers between 50 and 100 (including 50 and 100)
Between 50 And 100	Numbers between 50 and 100 (including 50 and 100)
Between 1/6/98 And 30/6/98	All dates between 1 June 98 and 30 June 98 (including 1 June and 30 June)

SORTING A QUERY

You can choose to sort a query by any text, number or date field.

You can perform an Ascending sort on data, or a Descending sort.

Ascending Sorts text alphabetically from A to Z.
Sorts numbers from lowest to highest.
Sorts dates from oldest to most recent.

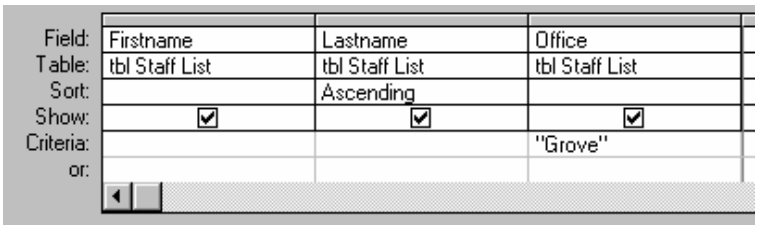
Descending Sorts text from Z to A.
Sorts numbers from highest to lowest.
Sorts dates from most recent to oldest.

To Sort A Query

- **Click** in the **Sort cell**, underneath the Field you wish to sort by

This will bring up a drop down menu arrow

- Click on the drop down menu arrow, and **select** the Ascending or Descending **sort option**

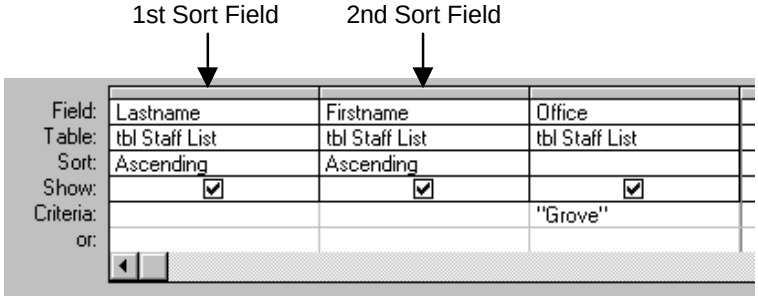


When you run the query, the resulting dynaset will be sorted by the field you specified.

SORTING ON SEVERAL FIELDS

You can sort by more than one field at a time. This is useful if there is identical data in the main sort field for any records. For example if you sort by surname, if any people share the same surname you will then need to sort them by some other field, ie by first name.

The priority of the fields sorted is determined by their order in the QBE grid. The first sorted field (from the left) is the main sort field. The next sorted field is the secondary sort field, etc.



- Ensure that the first field you wish to sort by appears in the QBE grid before the other fields you wish to sort by
- **Click** in the **Sort cell**, underneath each Field you wish to sort by

This will bring up a drop down menu arrow

- Click on the drop down menu arrow, and **select** the Ascending or Descending **sort option**

When you run the query, the resulting dynaset will be sorted by the fields you specified.

PERFORMING CALCULATIONS IN A QUERY

You can use a query to calculate totals, averages or to count the number of records that satisfy certain criteria.

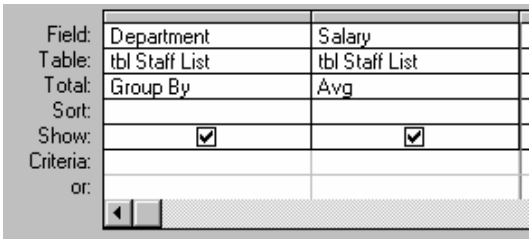
You cannot create a query that lists all the data AND performs a calculation at the same time.

To perform a calculation in a query you must decide which field you wish to group the information by (eg by office, department or sex, etc) and which field contains the data you wish to total, average or count.

If you wish to total everything, you should put only the field containing the values you wish to total in the query.

To Perform A Calculation In A Query

- **Create** the **query** in the normal way and add the field you wish to group the data by, and the field you wish to perform the calculation on
- Click on the "**Totals**" button 

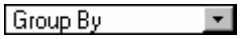


The Total row will appear in the query grid.

The 'Group By' function will appear in this row for each field.

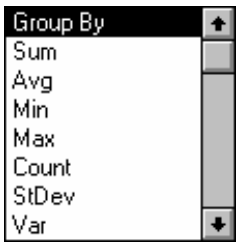
- **Click** in the Total row for the **field** you wish to perform the calculation on

A drop down arrow will appear.



- **Click** on the drop down **arrow**

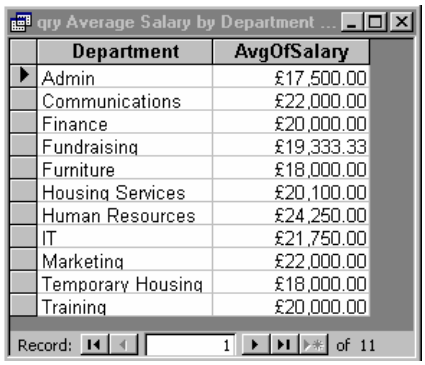
A list of all the available calculations (functions) will appear.



Sum - calculates a total.
Avg - calculates an average.
Count - counts the number of records.

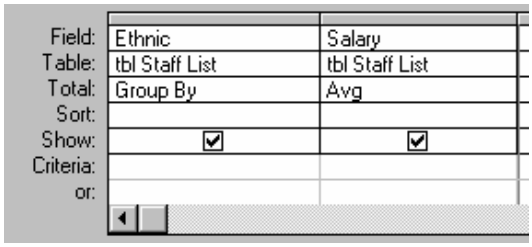
- **Select** a **function**
- Click on the "**Datasheet View**" button to view the query results

The results of the query will appear.

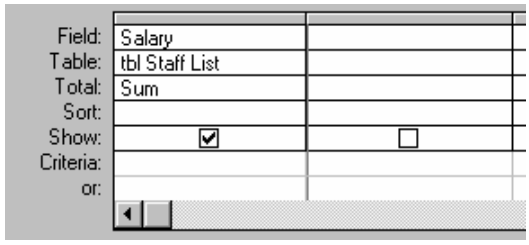


Examples

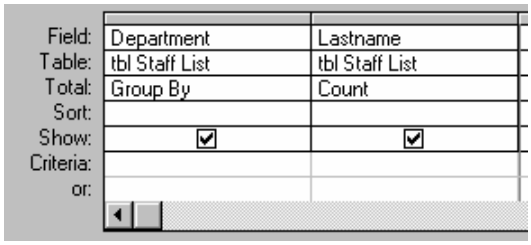
Here are some examples of queries that perform calculations.



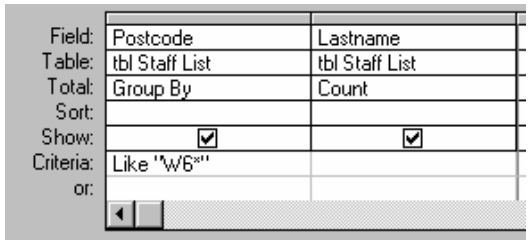
This calculates the average salary for each ethnic category.



This calculates the total salary for all staff.



This counts the number of people in each department.



This counts the number of staff living in W6.

TIP You can change the headings that appear at the top of a query by using an Alias.

USING AN ALIAS IN A QUERY

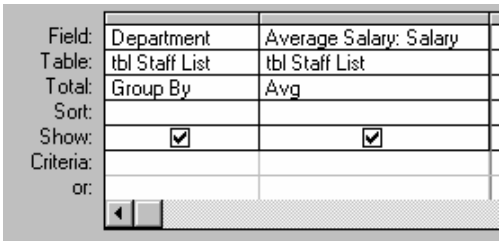
Instead of having a heading such as AvgOfSalary, or SumOfLastname, in your query results, you can create a different heading.

Department	AvgOfSalary
Admin	£17,500.00
Communications	£22,000.00

This is done in the Field row in the query grid.

- **Enter** the **name** you wish to appear followed by a colon, a space and then the field name

  eg **Average Salary: Salary**



When you run the query, the name before the colon will appear in the query datasheet as the column heading.

Department	Average Salary
Admin	£17,500.00
Communications	£22,000.00

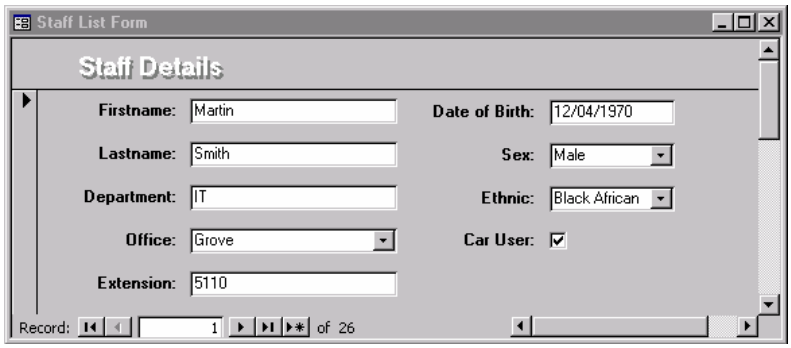
FORMS

Forms are used to input or look up data in the database tables.

Forms are often used instead of Tables because they are versatile and can be customised to create a more user-friendly screen in which to work.

Forms display fields for one record at a time.

Here is an example of a Form than could be used to input data into the Staff List table.



This manual does not cover how to create new Forms (see the Intermediate Access manual).

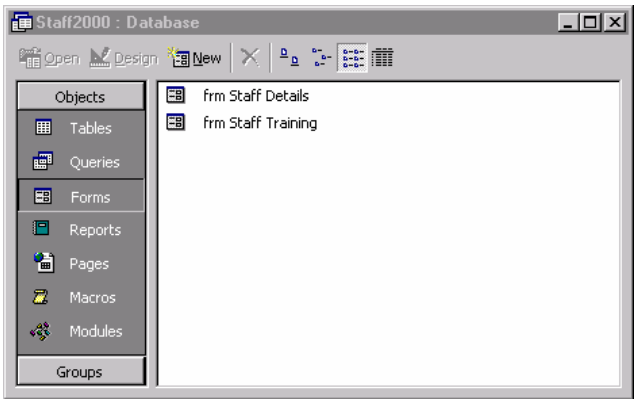
This chapter is designed to introduce you to the concept of a Form as any database you have to use will probably contain some sort of Form.

To Open A Form

Existing Forms are visible in the Forms tab in the Database window.

- **Click** on the **Forms tab** to view the existing Forms
- Click to **select** the **form** you wish to open
- Click on the "**Open**" button

The Form will open up.

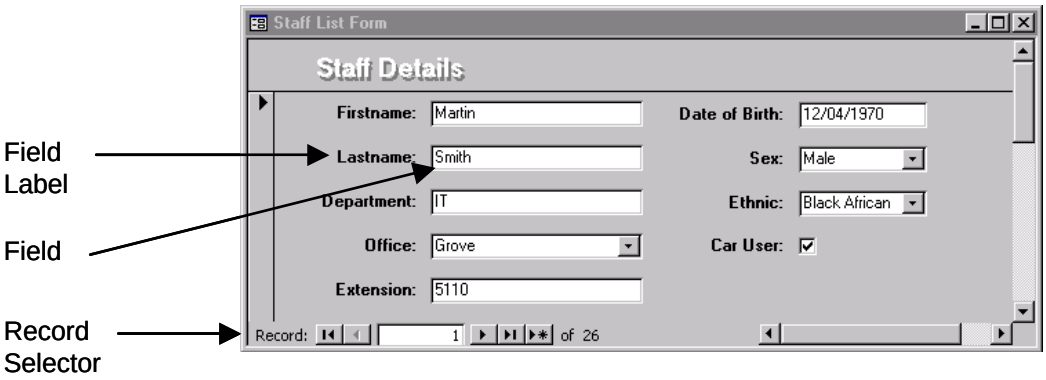


Form design is so versatile that two Forms could be made to look very different from each other. Thus it is hard to document the Forms you may have to work with. But there are certain elements that are present on most Forms, regardless of the style of the Form.

USING A FORM

A Form displays information for one record at a time from a particular table (or a combination of tables).

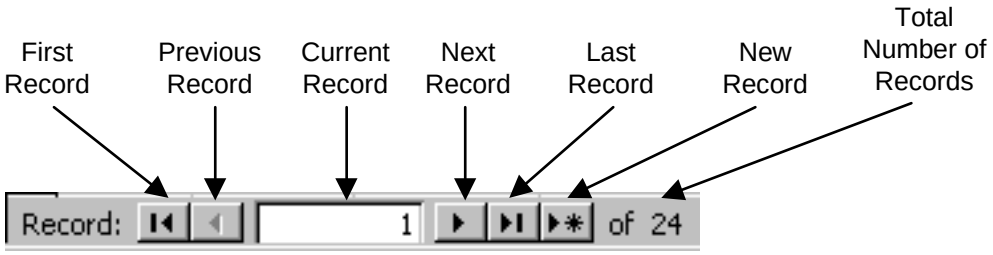
Each form contains Fields that link directly to the fields in the underlying table. The Field Label describes the data stored in the field.



The information entered into the form fields are entered into the corresponding table fields, enabling you to use the form to view and edit the data in the underlying table.

To Move Between Records

The Record Selector at the bottom of the form is used to move between the records in the form. This works in exactly the same way as for a table.



First Record	Returns you to record 1
Previous Record	Moves you back one record
Current Record	Displays the record currently selected. You can click in this area and type the record number you would like to move to, then press [Return]
Next Record	Moves you forward one record
Last Record	Moves you to the last record
New Record	Creates a new blank record
Total Number of Records	Displays the total number of records

To Move Between Fields

There are some keyboard navigation commands that can be used to move around the form.

[Tab]	Moves you to the next field
[Shift]+[Tab]	Moves you to the previous field
[Home]	Moves you to the first field in the current record
[End]	Moves you to the last field in the current record
Arrow Keys	Move you up, down, left and right by one field
[Ctrl]+[Home]	Moves you to the first field of the first record
[Ctrl]+[End]	Moves you to the last field of the last record
[Ctrl]+[Page Up]	Moves you to the same field on the next record
[Ctrl]+[Page Down]	Moves you to the same field on the previous record
[Ctrl]+[+]	Moves you to the new blank record

To Enter Data

The method of entering data into each field can vary slightly depending on the type of field control used. The different types of field controls are listed on the next page.

- **Enter text** or select the appropriate option

To Close A Form

- In the "**File**" menu, select "**Close**"

FIELD CONTROLS

There are several different types of field control that can be used in a form. You will be familiar with these control types as they are consistently used across all Microsoft programs for making choices and inputting text in dialog boxes.

The most common field controls are: text boxes, drop down menus, scrolling menus, option buttons and check boxes.

Text Box

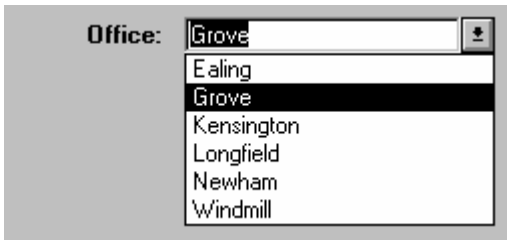
The text box is probably the most common field control. You can type text, numbers or dates directly into the text box.

(There may be restrictions on the text box to stop you from entering too much text or an 'Input Mask' to force you to enter dates in the correct format).

Drop Down Menu (Combo Box)

Drop Down Menus are used to provide you with a list of available options. The list is accessed by clicking on the drop down arrow at the right of the box. You then click on the appropriate option in the list to select it.

If there is no appropriate option in the list you can type something different into the box at the top of the list.

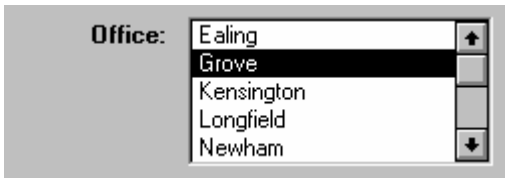


Scrolling Menu (List Box)

Scrolling Menus are used to provide you with a list of available options and to force you to choose one of those options.

If the list is long a scroll bar will appear on the right to enable you to scroll up and down the list.

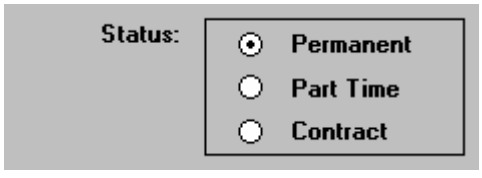
Click to select the appropriate option.



Option Buttons

Option buttons are another way of presenting you with a list of options out of which you can only choose one.

Click on the appropriate button to select the option.



Check Boxes

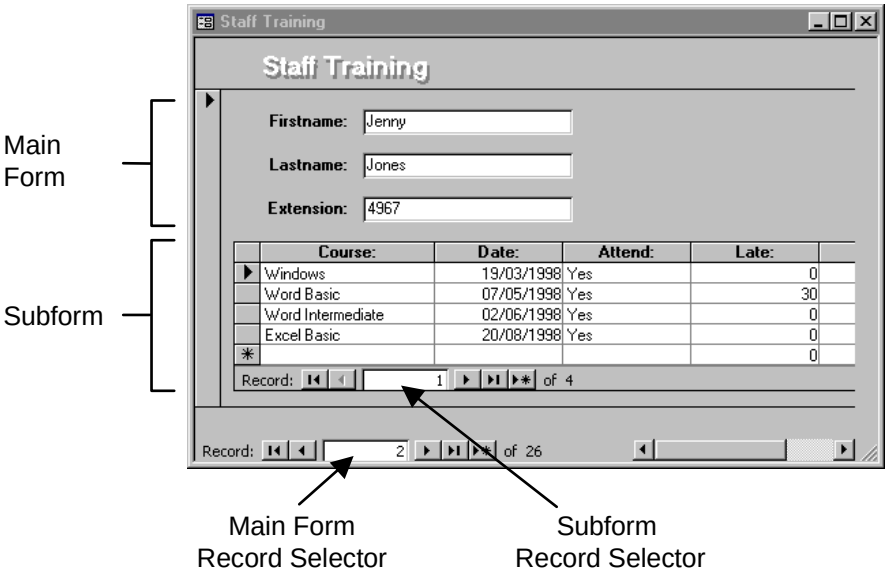
A Check Box is a yes/no option.

Click on the box to add a tick (yes).
Click again to remove the tick (no).

A MAIN/SUBFORM

A Main/Subform is used to display and edit data from two separate tables that are linked together.

The following picture shows a main/subform containing staff training details.



The main form contains data about each staff member.

The subform contains data about the training courses attended by the staff member selected in the main form (displayed in Datasheet view).

Because there are two forms displayed, there could be two separate record selectors to navigate through the records in each form.

The main form record selector buttons move you through the records of each staff member.

The subform record selector buttons move you through the records of the training courses attended by the staff member showing in the main form.

To Move Between Records On The Main Form

- **Click** on the left and right **arrow buttons** on the Main Form Record Selector

To Move Between Records On The Subform

- **Click** on the left and right **arrow buttons** on the Subform Record Selector

To Close The Form

- In the "**File**" menu, select "**Close**"

REPORTS

Reports are used to print out data from the database in a format that is meaningful or simply more attractive to look at than a table.

Reports are based on a tables or queries.

Reports can also be used to perform calculations on data (totals and subtotals) and to create mailing labels.

Once a report has been created it will update to display the latest data in the database each time you open it.

TYPES OF REPORT

There are five default report types that you can use to quickly create a report.

The Columnar AutoReport and Tabular AutoReport create the report for you automatically once you have selected the table or query you wish to base the report on.

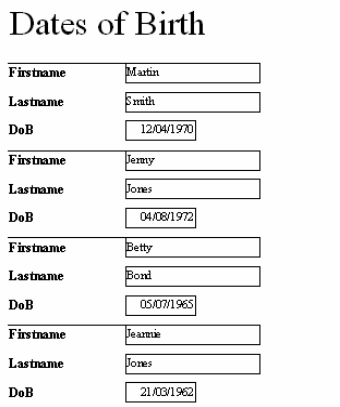
The Report Wizard, Chart Wizard and Label Wizard take longer to create the report, but are more versatile. A series of dialog boxes will appear to guide you through the creation process.

These are the two AutoReports:

Columnar AutoReport

The Columnar AutoReport displays fields in a single column spreading down the page.

(See section on creating an AutoReport).



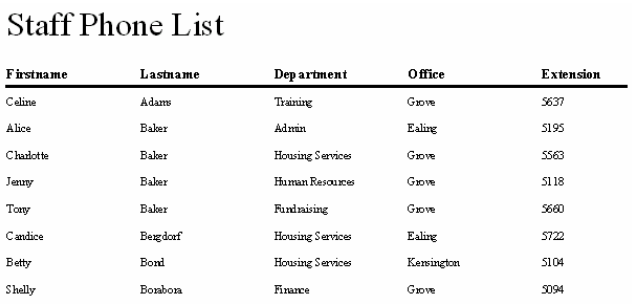
Dates of Birth

Firstname	Martin
Lastname	Smith
DoB	12/04/1970
Firstname	Jenny
Lastname	Jones
DoB	04/08/1972
Firstname	Betty
Lastname	Bond
DoB	05/07/1965
Firstname	Jeannie
Lastname	Jones
DoB	21/03/1962

Tabular AutoReport

The Tabular AutoReport displays each record as a row of fields.

(See section on creating an AutoReport).



Staff Phone List

Firstname	Lastname	Department	Office	Extension
Celine	Adams	Training	Grove	5637
Alice	Baker	Admin	Ealing	5195
Charlotte	Baker	Housing Services	Grove	5563
Jenny	Baker	Human Resources	Grove	5118
Tony	Baker	Fundraising	Grove	5660
Candice	Bergdorf	Housing Services	Ealing	5722
Betty	Bond	Housing Services	Kensington	5104
Shelly	Bosabora	Finance	Grove	5094

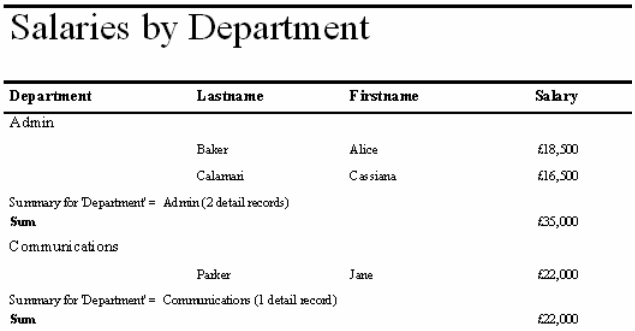
These are the three report wizards.

Report Wizard

The Report Wizard is the most versatile wizard.

It can be used to create a report that contains sorting, grouping or calculations.

(See section on Using the Report Wizard).



Salaries by Department

Department	Lastname	Firstname	Salary
Admin			
	Baker	Alice	£18,500
	Calamari	Cassiana	£16,500
Summary for 'Department' = Admin (2 detail records)			
Sum			£35,000
Communications			
	Parker	Jane	£22,000
Summary for 'Department' = Communications (1 detail record)			
Sum			£22,000

Label Wizard

The Label Wizard creates mailing labels using the standard Avery label sizes.

In Access 2000 you can also create customised labels in case you are not using Avery labels.

(See section on Creating Mailing Labels).

Celine Adams
Flat 2, Waverley Place
London
NW8 3JN

Alice Baker
45 Salisbury Road
London
N4 9HD

Charlotte Baker
12c Murray Road
London
W5 8UF

Jenny Baker
17 Fowler Road
London
N1 8HJ

Tony Baker
Dobbin House, 18 Dibney Road
Byfleet
Surrey
BY2 9HJ

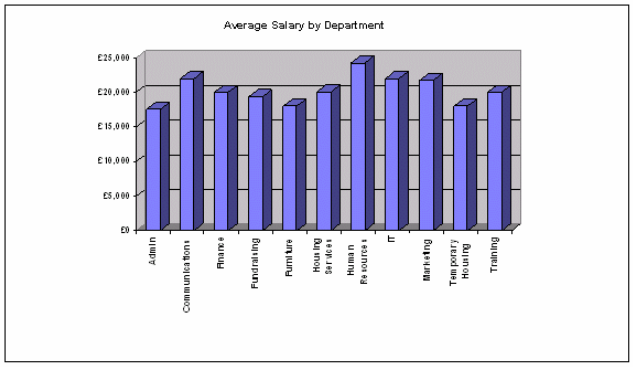
Candice Bergdorf
9 Bow Road
Winkfield
Berks
BE2 1TR

Chart Wizard

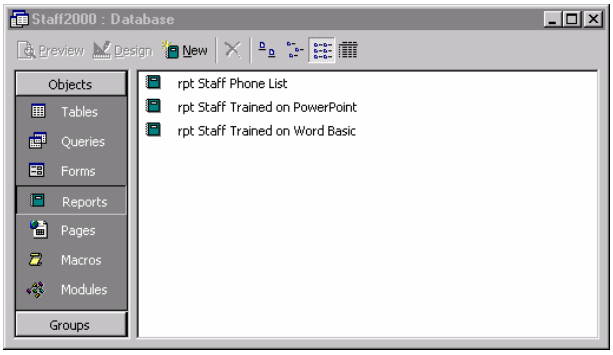
The Chart Wizard creates a chart based on some numerical data.

Creating a Chart Report is not covered in this manual.

It takes a lot of tweaking to get a chart to look good, so I would suggest exporting the data to Excel and creating the chart in Excel (see section on Exporting a Report to Word or Excel).



New and existing reports are accessed through the Report tab in the Database window.

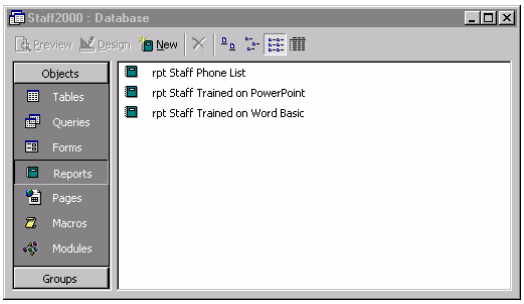


CREATING AN AUTOREPORT

New and existing reports are accessed through the Report tab in the Database window.

- Click on the "**Report**" tab
- Click on the "**New**" button

The New Report dialog box will open up.

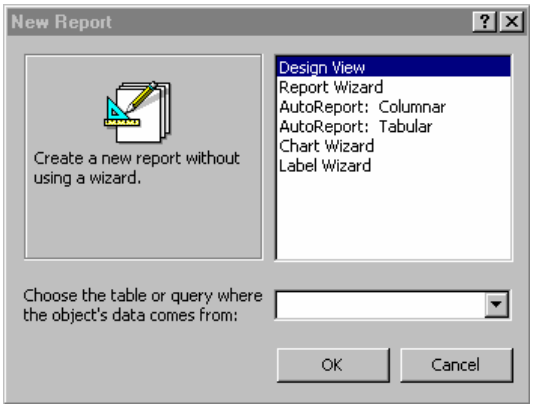


The New Report dialog box is used to choose which type of report you wish to create

- Select **AutoReport Columnar** or **AutoReport Tabular**

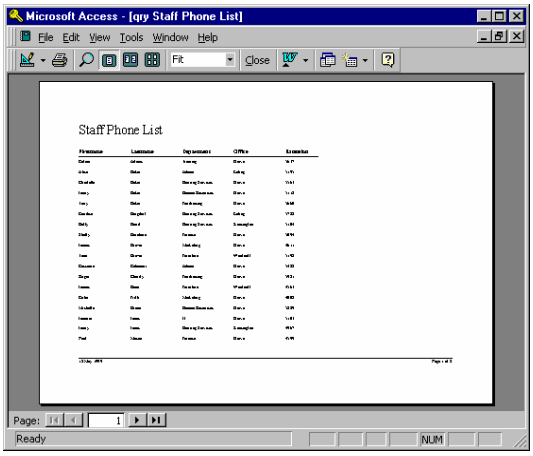
You must now choose which table or query you wish to base the report on.

- In the 'Choose a Table or Query…' drop down list **select** the **table or query** you wish to base the report on
- Click "**OK**"



The report will automatically be created containing all the fields that appear in the selected table or query.

The name of the table or query that the report is based on will automatically appear as a title at the top of the report.



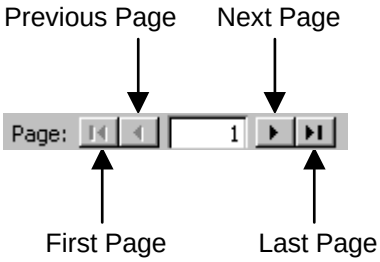
☺TIP

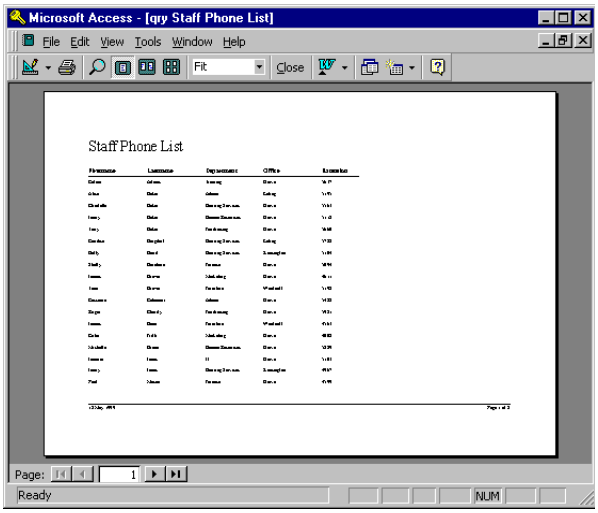
If you do not wish the report to contain all the information in a table, or if you wish to create a report that is based on more than one table - create a query that extracts the relevant data first, then base the new report on that query.

SAVING, CLOSING, OPENING AND PRINTING REPORTS

The finished report appears in its own 'Print Preview' window.

You can use the controls at the bottom of the screen to move through the pages in the report.





If you want to see part of the page in more detail, you can click on the page to zoom in. Click again on the page to zoom out.

If the report has just been created then it will need to be saved.

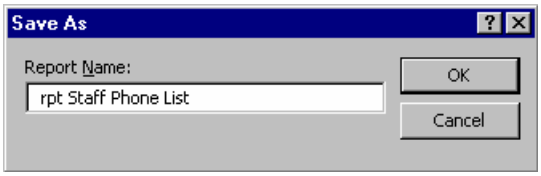
To Save A Report

- In the "**File**" menu, select "**Save**"

The Save As dialog box will appear.

It is good practice to start all your report names with the letters "rpt", eg "rpt Staff Phone List".

- **Enter** a **name** for your report
- Click "**OK**"



The report is now saved with that name, and is visible in the Report tab in the Database window.

To Close A Report

- In the "**File**" menu, select "**Close**"

To Open A Report

In the Report tab, in the Database Window.

- Click to **select** the **report**, and then click on the "**Open**" button

To Print A Report

- When the report is open, click on the "**Print**" button  on the toolbar

The whole report will be sent to the printer. If you only want to print part of the report, you should use the "Print" command in the "File" menu to bring up the Print dialog box, and then specify the appropriate print range.

EXPORTING A REPORT TO WORD OR EXCEL

If you do not like the layout or formatting of the report you can edit it in Design view (but those steps are not covered in this manual). Alternatively you can export the report to Word or Excel and then use the formatting options in either program to customise the report.

EXPORTING A REPORT TO WORD

When the report is open on screen.

- Click on the drop down arrow on the right hand side of the "**OfficeLinks**" button - which might look like…  or 
- In the drop down menu that appears, select "**Publish it with MS Word**"

Word will open up with a new document containing your report as a 'tabbed' table. You can now use the normal Word formatting options to change the layout of the report, and then print and save it as a Word document.

☺TIP

You can convert a tabbed table into a proper Word table by selecting the table and clicking on the "**Insert Table**" button 

If you wish to keep this document or mail it to anyone else, you need to save it as a Word document.

An exported report appears in Word as an 'Rich Text Format' file rather than a Word document. You must use the "Save As" command to save it as a Word document.

- In the "**File**" menu, select "**Save As**"

The Save As dialog box will appear.

- Enter a **File Name** and choose the **folder** you wish to store the document in
- In the "**Save As Type**" drop down menu, at the bottom of the dialog box, select **Word Document**
- Click "**OK**"

EXPORTING A REPORT TO EXCEL

If the report contains lots of numbers that you want to perform calculations on, or if you need to be able to change the column widths of the fields, you may wish to export it to Excel. When the report is open on screen:

- Click on the drop down arrow on the right hand side of the "**OfficeLinks**" button - which might look like…  or 
- In the drop down menu that appears, select "**Analyse it with MS Excel**"

Excel will open up with a new workbook containing your report. You can now use the normal Excel features to format and print the data.

When you save the workbook, use the "Save As" command to bring up the Save As dialog box. In the "Save as Type" box ensure that 'Microsoft Excel Workbook' is selected (not 'Microsoft 5.0/95 Excel Workbook').

USING THE REPORT WIZARD

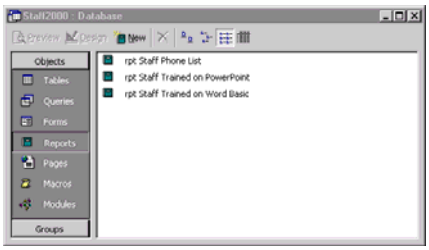
The Report Wizard is used to create reports that contain grouping, sorting or calculations.

Because it is so versatile, it is difficult to document this wizard. The steps that appear depend on the number of tables that you base the report on and the type of fields you choose to include (ie text or numerical data).

Here is an example report to display a breakdown of salaries by department (from the Staff List table).

New reports are created in the Report tab in the Database window.

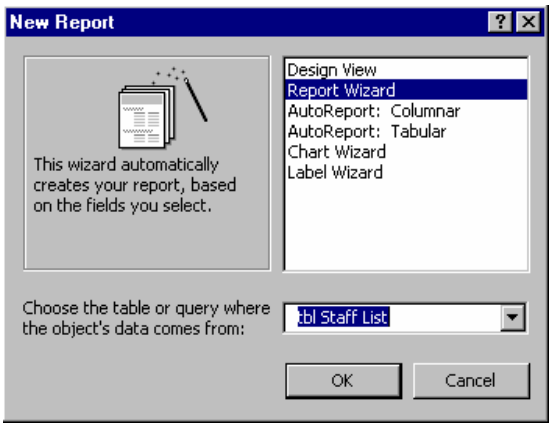
- Click on the "**Report**" tab
- Click on the "**New**" button



The New Report dialog box will open up.

The New Report dialog box is used to choose which type of report you wish to create

- Select **Report Wizard**

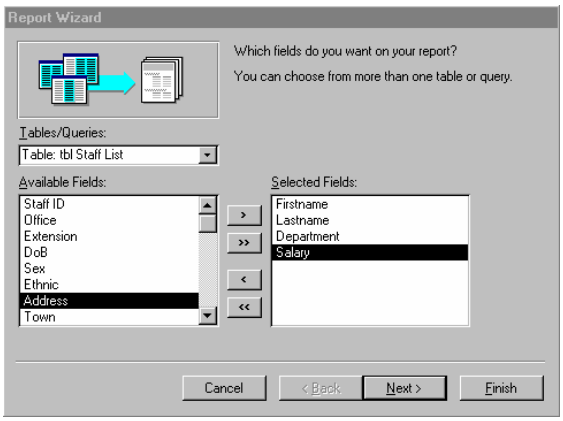


You must now choose which table or query you wish to base the report on.

- In the 'Choose a Table or Query…' drop down list **select** the **table or query** you wish to base the report on
- Click "**OK**"

A dialog box will appear, which is used to select which fields are shown to be on the report.

The box on the left displays all the fields in the table or query you are building the report from. The box on the right will contain only the fields you actually wish to include in the report.



- Click in the 'Available Fields' list to **select** a **field**
- Click on the "**Add**" button  to add the field to the box on the right

☺ TIP You can double click on a field to add it to the selected fields list.

Repeat these steps for each field you wish to add. The order that you add the fields determines the order in which they will appear on the report. The top field becomes the first column on the page.

If you make a mistake, you can select a field and remove it using the "**Remove**" button  .

☺TIP To add all the fields in one go, click on the "**Add All**" button 

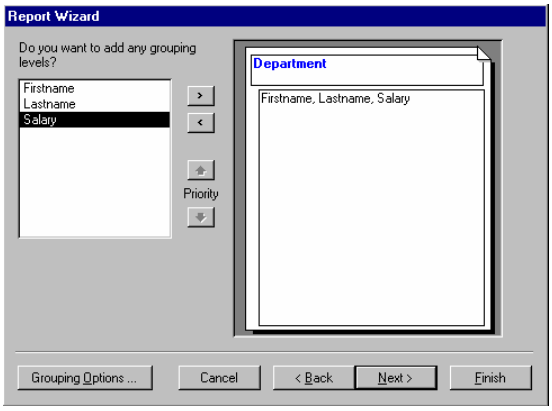
When you have added all the fields you wish to display on the report.

- Click on the "**Next**" button

Another dialog box will appear.

You can now choose to group the data by one of the fields included in the report.

- **Select** the **field** you wish to group by
- Click on the "**Add**" button 
- Click "**Next**"



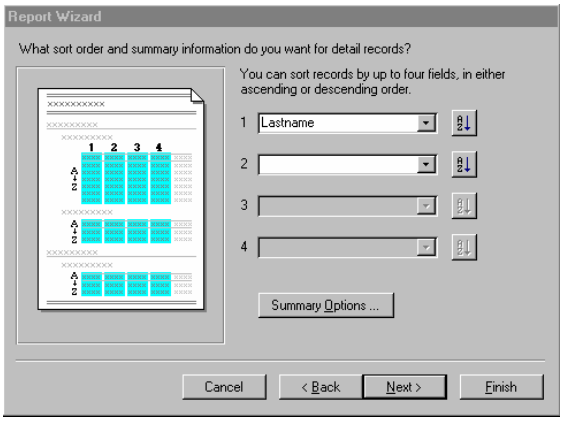
Another dialog box will appear.

You can now choose to sort the data by one of the fields included in the report.

You can actually set up to four sort levels.

- Click in the first sort box and **select** a **field** to sort by.

The button on the right of the sort box allows you to choose and Ascending (A to Z) sort, or Descending (Z to A).



If you have included a number field in the report you will be able to perform Statistical Analysis on the data using the Summary Options.

- Click on the "**Summary Options**" button 

The Summary Options dialog box will appear.

There are four calculations available:

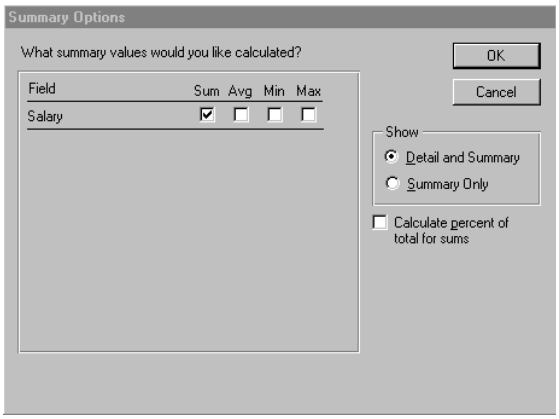
Sum - calculates a total.

Avg - calculates an average.

Min - displays the minimum value.

Max - displays the maximum value.

- **Select** the appropriate **calculation**
- Click "**OK**"



You will then return to the sorting dialog box.

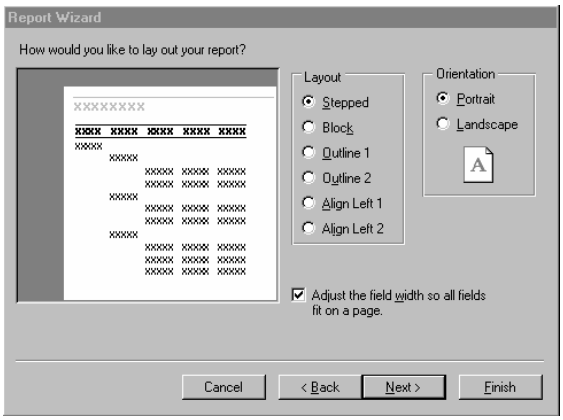
- Click "**Next**"

You can now choose a Layout style for the report.

- Select a **Layout** style

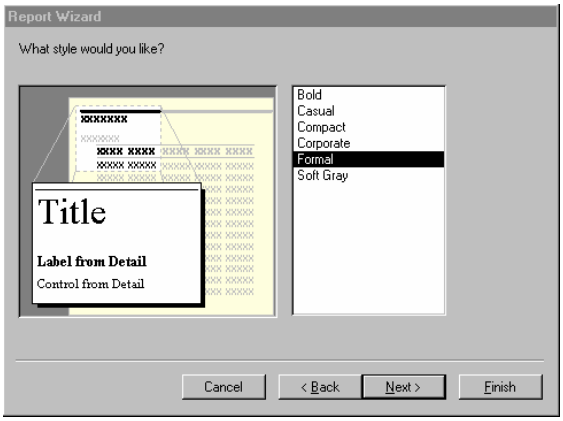
You can also choose the Orientation of the report.

- Select **Portrait** or **Landscape**
- Click "**Next**"



You can now choose a format style.

- Select a **format** style
- Click "**Next**"

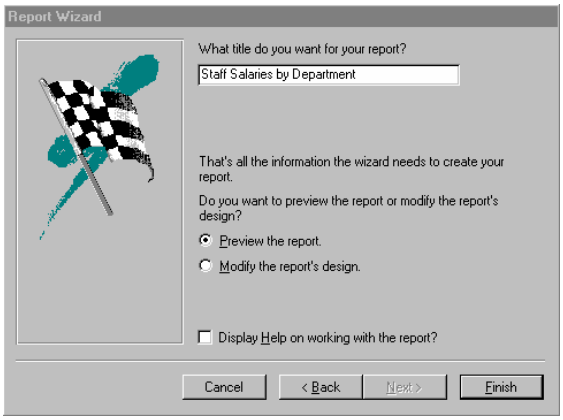


You can now choose a title to appear at the top of the report.

- **Enter** a **title** for the report

Unfortunately the report will also be saved with this title as the report name, but you can rename the report later.

- Click on the "**Finish**" button



The report will appear in the Print Preview window.

You can now print and close the report

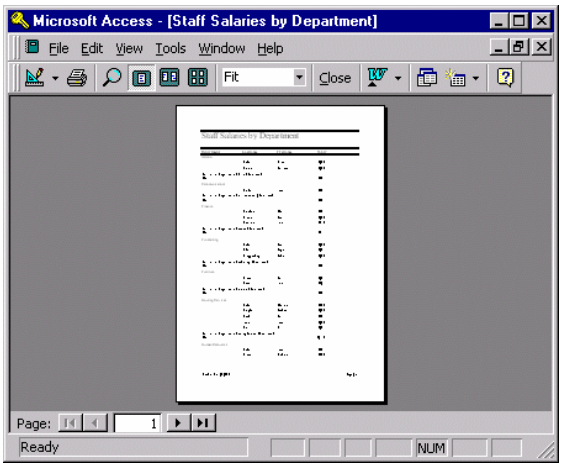
To print the report.

- Click on the "**Print**" button 

To close the report.

- Click on the "**Close**" button

Close

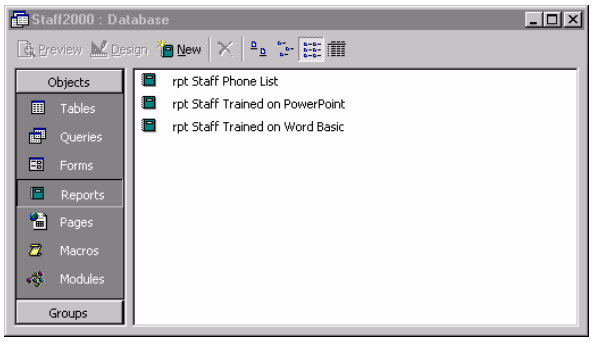


TO RENAME A REPORT

Reports can be renamed in the Report tab in the Database window.

- Click once to **select** the **report** you wish to rename
- **Click again** on the **report name**

This will highlight the whole name.



You can either type a new name over the old name, or click again to insert the flashing text insertion point and then edit the existing name using the left and right arrow keys and the [Backspace] and [Delete] keys.

- **Type** a new **name**
- Press [**Return**]

MAIL MERGE

You can use an Access database to create mailing labels within Access. Or you can use the database as the data source in a Word Mail Merge to create mailing labels and bulk letters.

USING WORD TO MAIL MERGE WITH AN ACCESS DATABASE

If you are already familiar with mail merging in Word to create bulk letters or mailing labels then you might prefer to use this method to merge with a database.

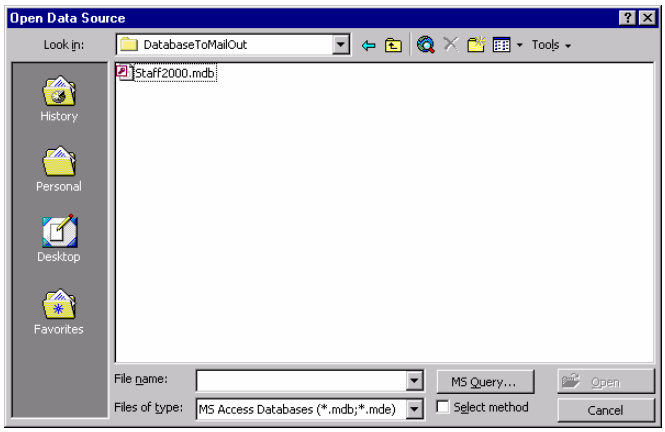
The following steps relate to the part of a mail merge (in Word) that deals with linking to an Access database (see Word Advanced manual for more instructions).

In Word, having created your Main Document, you will be ready to attach a Data Source.

- In the "**Tools**" menu, select "**Mail Merge**" to bring up the Mail Merge Helper dialog box
- Click on the "**Get Data**" button, and select "**Open Data Source**"

The Open Data Source dialog box will appear.

- In the "**Files of Type**" drop down menu at the bottom of the dialog box, select **MS Access Databases**
- Navigate through the appropriate folders and **select** the **database**
- Click "**Open**"

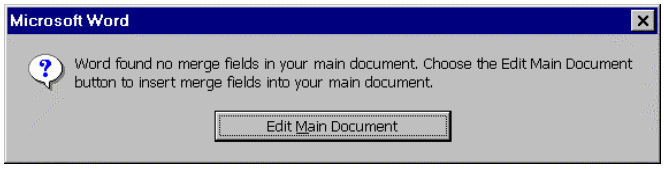


The Microsoft Access dialog will open containing a Tables tab listing all the tables in the database (and a Queries tab listing all the queries).

- **Select** the **table or query** you wish to merge with
- Click "**OK**"

You will then asked if you wish to Edit the Main Document (to insert the Merge Fields).

- Click "**Edit Main Document**"

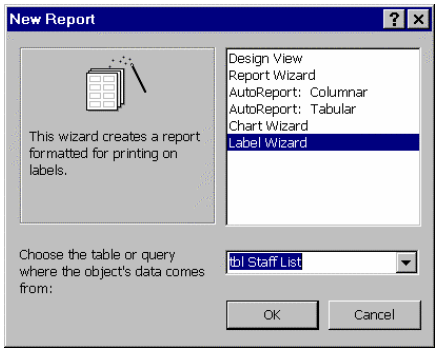


Your Word document is now connected to the Access database. Follow the usual steps to insert your merge fields into the document, and then merge the document with the database.

CREATING MAILING LABELS IN ACCESS

If your database contains names and addresses then you may wish to create mailing labels. You can either do this in Word using a Mail Merge that links to your Access database (see previous page), or you can create a report in Access to produce the mailing labels.

Mailing label reports are created in the Report tab.



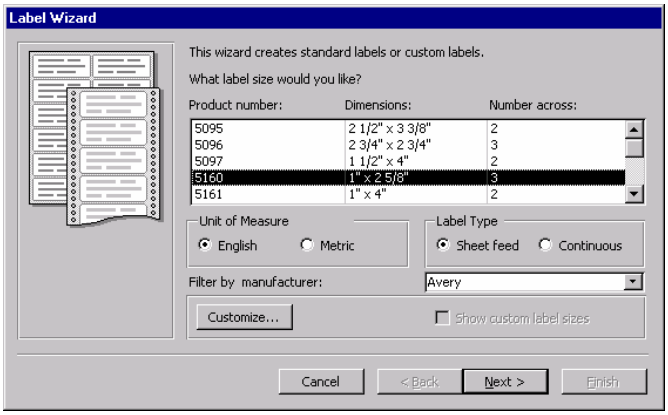
- Click on the "**New**" button to create a new report

The New Report dialog box will open up.

- Select "**Label Wizard**"
- In the 'Choose a Table or Query…' drop down list **select** the **table** or **query** that contains the names and addresses for the labels
- Click "**OK**"

You must now tell Access what labels you are using.

If you are using Avery labels, you can…



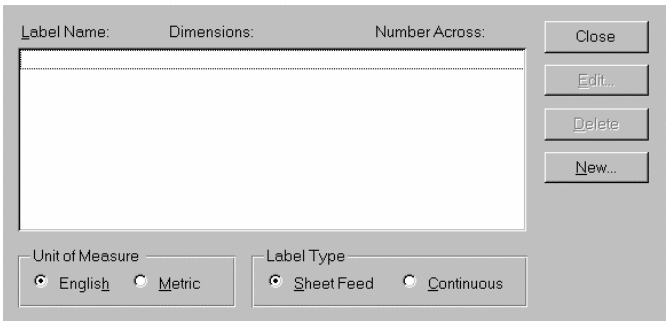
- Select **Avery** in the Filter by Manufacturer list
- **Select** the appropriate **Avery** label **code**

If the right code is not showing you may need to switch between English and Metric unit of measure.

If you are using Dudley labels.

- Click on the **Customize** button

If you clicked on the Customise button, you will now have to select an existing custom label or create a new one (and input the label measurements).

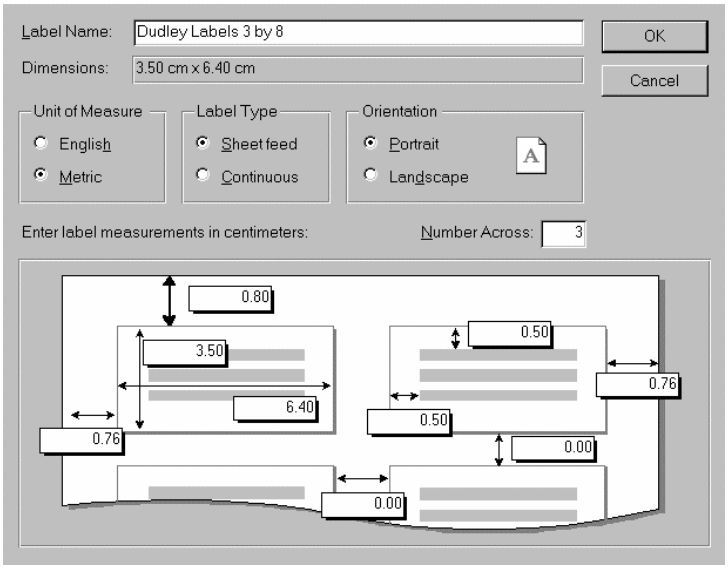


If you wish to work in centimetres select the **Metric** option.

- Click on the "**New**" button

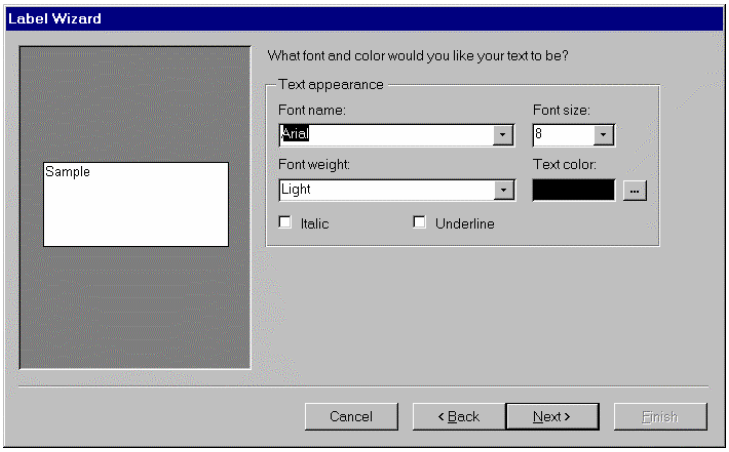
These label measurements will be saved for later use.

- **Enter** a **name** for the labels
- **Enter** the label **measurements**
- Click "**OK**"
- Click "**Close**"
- Click "**Next**"



You can now specify the text formatting for the labels.

- **Select** the appropriate **formatting**
- Click "**Next**"



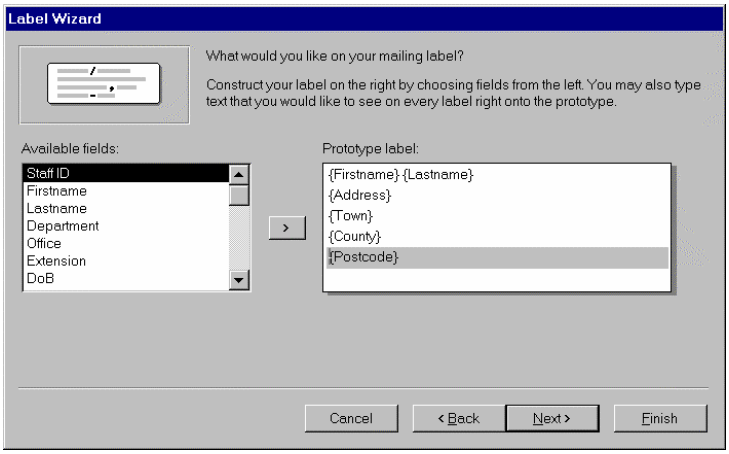
You can now choose which fields appear on the labels.

The available fields are shown on the left.

The 'prototype' label is constructed on the right.

To add a field:

- **Select** the **field** and click on the "**Add**" button



To add a space, new paragraph or other punctuation:

- **Type** the appropriate key on the keyboard

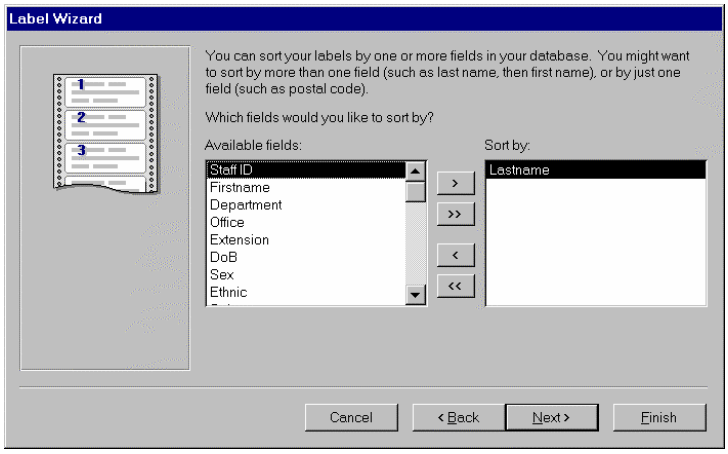
When the prototype label is constructed.

- Click "**Next**"

You can now choose a field to sort the labels by.

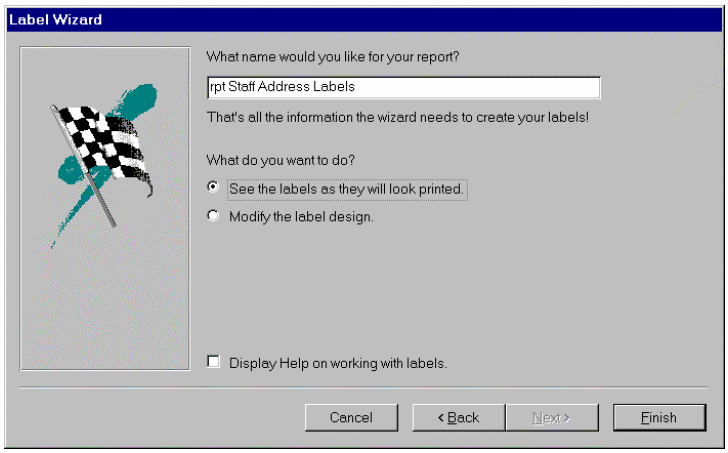
- **Select** a **field** and then click on the "**Add**" button

- Click "**Next**"



You can now choose a name for the report. In this case this is the name the report is saved as (not a title).

- **Enter** a **name** for the report
- Click "**Finish**"



The label report will open in a Print Preview window.

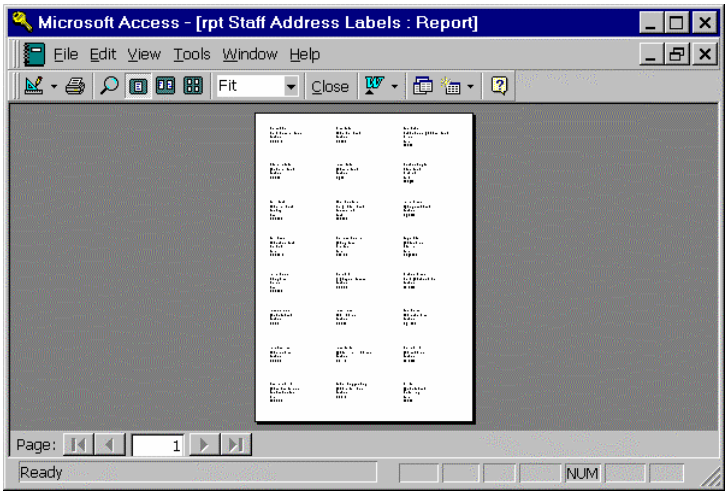
You can now print and close the report

To Print The Report

- Click on the "**Print**" button

To Close The Report

- Click on the "**Close**" button



The new label report will be displayed in the Report tab in the Database window.

CONVERTING A DATABASE

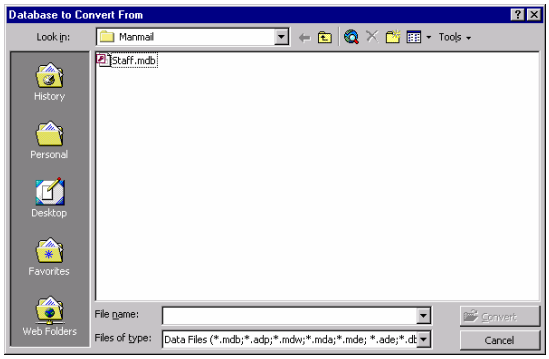
You can open an Access 2 or an Access 97 database in Access 2000. But the database will open in read-only mode. This means you can view the data, but you can't create any new tables, queries, forms or reports, or modify any existing ones. To do that you will need to convert your database to Access 2000.

If the database is simple, ie it does not contain lots of clever features using Access Basic programming, it should convert easily. If in doubt, contact the IT Helpdesk or the person who originally created the database.

To Convert A Database To Access 2000

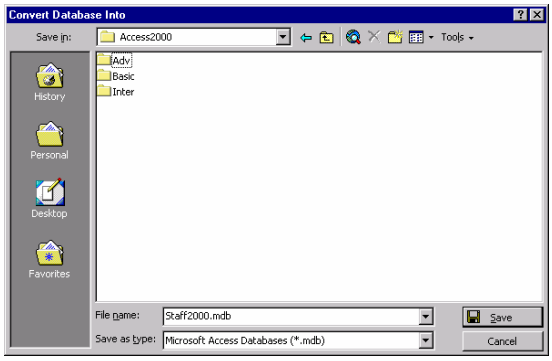
- **Open Access 2000**, but do not open a database
- In the "**Tools**" menu, select "**Database Utilities**", then "**Convert Database**", then "**To Current Access Database Version**"

The Database to Convert From dialog box will appear.



- Navigate through the folder structure and **select** the **database** you wish to convert
- Click on the "**Convert**" button

An identical looking dialog box will appear. This one is used to save a copy of the converted database.



In the Convert Database Into dialog box.

- **Enter** a **name** for the converted database and select a folder to save it in
- Click on the "**Save**" button

A new copy of the database will be created that is Access 2000 compatible. The original database will still exist in the old format.

You should then open the converted database in Access 2000 and check to see that it functions properly and contains all the correct data.

Do not delete the old database until you are certain there are no problems with the new one.